



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 Upton & North
Elmsall Parish Council

Date: 10th June 2026

Dear Councillor,

You are hereby summoned to attend a **Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 16th 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 'H. Senior', with a large, sweeping underline.

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may speak on items on the agenda during Public Session. Where possible, please notify the Clerk in advance. Questions that cannot be 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.

Meeting of Upton & North Elmsall Parish Council
Tuesday 16th June 2026 at 6:30pm at the Village Hall

AGENDA

32. Apologies and Reasons for Absence

32.1. To receive apologies.

32.2. To consider approval of the reasons for absence.

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.

33.2. To consider any applications for dispensation.

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

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

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

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

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

39. Financial Matters

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

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

39.3. To approve the accounts for payment for June 2026. **(F)**

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

39.5. To receive the list of payments for May 2026. **(H)**

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.

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. (I)

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

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

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

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

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.

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.

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

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.

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.

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

51.Planning

51.1. To receive and consider any new planning applications.

51.2. To note any planning decisions received.

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.



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MINUTES OF THE ANNUAL MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 19th May 2026 at 6:30pm at the Village Hall

Present: Councillor S Birtles
 Councillor E Farmer
 Councillor C Merrington
 Councillor A Miles
 Councillor H Owen
 Councillor S Pallett
 Councillor L Taylor – Chair

Helen Senior – Clerk & RFO
 Two Members of the Public

Absent: Councillor M Hanson
 Councillor S Hodson
 Councillor S Spencer

Public Session

No members of the public present wished to speak.

1. To appoint the Chair of Upton & North Elmsall Parish Council for the 2026/27 municipal year.

RESOLVED: that Councillor L Taylor be appointed as Chair of Upton & North Elmsall Parish Council for the ensuing municipal year.

2. To invite the newly appointed Chair of Upton & North Elmsall Parish Council to sign the Declaration of Office.

RESOLVED: that the Declaration of Acceptance of Office be signed by the Chair.

3. To appoint the Vice-Chair of Upton & North Elmsall Parish Council for the 2026/27 municipal year.

RESOLVED: that, in absentia, Councillor S Spencer be appointed as Vice-Chair of Upton & North Elmsall Parish Council for the ensuing municipal year.

4. To invite the newly appointed Vice-Chair of Upton & North Elmsall Parish Council to sign the Declaration of Office.

RESOLVED: that the Vice-Chair be permitted to sign the Declaration of Acceptance of Office at a later date, but before the next meeting.

5. Apologies and Reasons for Absence

5.1. To receive apologies.

RESOLVED: that apologies be received from Councillors M Hanson and S Spencer.

5.2. To consider approval of the reasons for absence.

RESOLVED: that the reasons for absence be approved for Councillors M Hanson and S Spencer.

6. Declarations of Interest

6.1. 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.

6.2. To consider any applications for dispensation.

There were no applications for dispensation recorded.

7. To approve and sign the draft minutes of a Meeting of Upton & North Elmsall Parish Council held on Tuesday 21st April 2026.

RESOLVED: that the minutes of a meeting of Upton & North Elmsall Parish Council, held on Tuesday 21st April 2026, be approved as a true record and signed by the Chair.

8. To receive the minutes of a Meeting of the Allotments Committee held on Tuesday 14th April 2026.

RESOLVED: that the minutes of a meeting of the Allotments Committee, held on Tuesday 14th April 2026, be received.

9. To review the Scheme of Delegation and Committee Terms of Reference.

RESOLVED: that the Scheme of Delegation and Committee Terms of Reference be reviewed and approved, subject to the amendments agreed at the meeting.

10. To consider nominations to Parish Council Committees.

RESOLVED: that the nominations to Parish Council Committees be appointed as follows:

Allotments Committee

1. Councillor E Farmer
2. Councillor C Merrington
3. Councillor H Owen
4. Councillor S Spencer
5. Councillor L Taylor

Employment & Staffing Committee

1. Councillor S Birtles
2. Councillor E Farmer
3. Councillor H Owen
4. Councillor S Pallett
5. Councillor L Taylor

Finance Committee

1. Councillor E Farmer
2. Councillor A Miles
3. Councillor H Owen
4. Councillor S Spencer
5. Vacant

11.To review the Parish Council's Standing Orders.

RESOLVED: that the Parish Council's Standing Orders be reviewed and approved, subject to the amendments agreed at the meeting.

12.To review the Parish Council's Financial Regulations.

RESOLVED: that the Parish Council's Financial Regulations be reviewed and approved.

13.To review the appointment of Councillors with special responsibilities as set out in Financial Regulations.

RESOLVED: that the following Councillors be appointed to the following special responsibilities:

Authorised bank/payment signatories

- Councillor E Farmer
- Councillor H Owen
- Councillor S Spencer

Bank reconciliation verifier

- Councillor S Pallett
- Councillor S Birtles - Reserve

Supplier bank detail checks

- Councillor S Pallett, or any other Councillor where required

Direct Debit / Standing Order approvals

- Any authorised bank signatory

Tender opening witness

- Any available Councillor, as required

14.To consider nominations to Outside Bodies.

RESOLVED: that the nominations to Outside Bodies be appointed as follows:

Joint Burial Committee

1. Councillor S Birtles
2. Councillor S Pallett
3. Councillor S Spencer

Town & Parish Councils Liaison Group

1. Councillor H Owen
2. Councillor L Taylor

YLCA

1. Councillor H Owen
2. Councillor S Birtles

15.To approve the list of proposed Council and Committee meeting dates for 2026/27.

RESOLVED: that the list of proposed Council and Committee meeting dates for 2026/27 be approved as follows:

Upton & North Elmsall Parish Council

- 19th May 2026
- 16th June 2026
- 21st July 2026
- 15th September 2026
- 20th October 2026
- 17th November 2026
- 19th January 2027
- 16th February 2027
- 16th March 2027
- 20th April 2027
- 18th May 2027

Allotments Committee

- 23rd June 2026
- 22nd September 2026
- 23rd March 2027

Employment & Staffing Committee

- 26th May 2026
- 1st September 2026
- 24th November 2026
- 23rd February 2027

Finance Committee

- 28th July 2026
- 27th October 2026
- 26th January 2027
- 27th April 2027

16.To review arrangements with Local Authorities and other bodies.

RESOLVED: that arrangements with Local Authorities and other bodies be reviewed and continuation confirmed as follows:

- Wakefield MDC – Commercial Refuse Collection
- Wakefield MDC – Playground Inspections
- Joint Burial Committee – Provision of Burial Grounds
- Citizens Advice – Provision of Advice Services

17.To review expenditure incurred under Section 137 of the Local Government Act 1972 during the 2025/26 financial year.

RESOLVED: that no expenditure was incurred by Upton & North Elmsall Parish Council under Section 137 of the Local Government Act 1972 during the 2025/26 financial year.

18.To confirm the 2026/27 Parish Council Insurance Cover with Zurich at the renewal cost of £3,888.17.

RESOLVED: that the renewal of Parish Council Insurance cover with Zurich Municipal for 2026/27 be confirmed at a cost of £3,888.17.

19.To review the Parish Council's Policies and Procedures.

RESOLVED: that the following policies be reviewed and approved:

- CCTV Policy, subject to the amendments agreed at the meeting
- Councillor Code of Conduct

- Complaints Procedure
- Press and Media Protocol
- Recording, Filming and Reporting at Meetings Protocol
- Safeguarding Policy
- Unreasonable Behaviour and Persistent Contact Policy
- Grant Scheme Policy
- Volunteer Policy and Procedure

20.To consider a recommendation from the Allotments Committee that the Community Garden returns to the direct management of Full Council.

RESOLVED: that this item be deferred, and a report be brought to the next meeting outlining the Allotments Committee's reasoning for the recommendation.

21.To receive a report on the asbestos survey findings for the Community Garden and School Street Allotments, and to consider the recommended next steps.

RESOLVED: that quotes be obtained for the removal of asbestos within the Community Garden and School Street Allotments, with the Community Garden being a priority.

22.To note the deposit payment of £2,125.00 plus VAT for the Pantomime Entertainment, made in accordance with the contract previously approved by Council.

RESOLVED: that the deposit payment of £2,125.00 plus VAT for the Pantomime Entertainment be noted.

23.To consider the purchase of a sack truck to support safe manual handling during the reorganisation of the Village Hall.

RESOLVED: that delegated authority be given to the Clerk to purchase a sack truck for the Village Hall.

24.To consider whether the Parish Council wishes to explore the feasibility of acquiring land at Harewood Lane, opposite the War Memorial, for potential use as a car park. – Councillor S Spencer

RESOLVED: that the Clerk contact Wakefield MDC to make the initial query.

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

RESOLVED: that the Clerk's Update report, and a further verbal update regarding a slight increase of around £4.35 per month to the Parish Council's Microsoft 365 licences, be received.

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

Councillor E Farmer reported that there were full WMDC binbags on Rose Estate field that needed to be removed. The Clerk confirmed they would speak with the Parish Council's contractor to see if they could be removed.

Councillor C Merrington reported that there was an overflowing bin on School Street. The Clerk confirmed that arrangements had been made to have the bin emptied as soon as possible.

Councillor L Taylor reported that they had spoken with the tree surgeon whilst the tree works were being carried out at the Recreation Ground, and it had been suggested that the Parish Council look into requesting that Wakefield MDC consider Tree Preservation Orders in respect of the trees. Members requested that this be placed onto the next agenda for consideration.

Councillor S Birtles provided a report on the discussions that had taken place at the latest PACT Meeting, including steps taken to tackle electric bike and scooter nuisance, the use of a SID on Doncaster Road, and ongoing parking issues outside schools.

27.Financial Matters

27.1. To receive and note the Internal Audit Report for the financial year ending 31st March 2026.

RESOLVED: that the Internal Audit Report for the financial year ending 31st March 2026 be received and noted.

27.2. To consider and approve the Annual Governance Statement 2025/26, Section 1 of the Annual Governance and Accountability Return.

RESOLVED: that the Annual Governance Statement 2025/26 be approved, with Assertions 1 to 8 answered Yes, Assertion 9 answered Not Applicable, and Assertion 10 answered No.

27.3. To consider and approve the Accounting Statements 2025/26, Section 2 of the Annual Governance and Accountability Return.

RESOLVED: that the Annual Accounting Statements for the 2025/26 financial year be approved and submitted to the external auditor.

27.4. To confirm the dates for the Exercise of Public Rights for the financial year ending 31st March 2026.

RESOLVED: that the dates for the Exercise of Public Rights for the financial year ending 31st March 2026 be confirmed as 3rd June 2026 to 14th July 2026.

27.5. To approve the accounts for payment for May 2026.

RESOLVED: that the accounts for payment for May 2026, totalling £31,402.04 (£30,628.22 plus £773.82 VAT) be approved for payment.

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

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

RESOLVED: that the list of payments made under Clerk's Delegated Authority since the last meeting totalling £3,640.56 (£3,031.86 plus £608.70 VAT) be received.

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

27.7. To receive the list of receipts and payments for April 2026.

RESOLVED: that the list of receipts and payments for April 2026, totalling £137,363.06 receipts and £21,031.94 payments (£19,180.69 plus £1,851.25 VAT), be received.

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

28.Planning

28.1. To receive and consider any new planning applications.

There were no new planning applications to consider.

28.2. To note any planning decisions received.

RESOLVED: that the following planning decision be received:

App No	Address	Proposal	Decision
25/01293/FUL	Manor Farm Bungalow Minsthorpe Lane South Elmsall Pontefract	Residential development of 4no. dwellings including widening of shared access	Application Approved

29.To note that the next meeting of the Parish Council will be held on Tuesday 16th June 2026 at 6:30pm at the Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council will be held on Tuesday 16th June 2026 at 6:30pm at the Village Hall.

30.To resolve to exclude members of the press and public from item 31 in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the matter to be discussed.

RESOLVED: that members of the press and public be excluded from item 31 in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the matter to be discussed.

31.To receive an update regarding matters relating to Green Lane, including correspondence received from the landowner and initial contact with the Council's insurers and solicitors, and to consider approving solicitor costs for the review of documentation and provision of legal advice.

RESOLVED: that the Clerk be delegated authority to instruct Levi Solicitors to carry out a full review of the documentation and provide complete legal advice to the Parish Council; that the estimated expenditure of up to £3,000.00 plus VAT be approved; and that the Clerk be given delegated authority to agree any further expenditure above the estimate, where necessary to ensure complete legal advice is obtained.

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



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MINUTES OF A MEETING OF THE EMPLOYMENT & STAFFING COMMITTEE

Held on Tuesday 26th May 2026 at 6:30pm at the Village Hall

Present: Councillor S Birtles
 Councillor E Farmer
 Councillor H Owen
 Councillor S Pallett
 Councillor L Taylor

Helen Senior – Clerk & RFO

As there was no Chair or Vice-Chair from the 2025/26 municipal year in attendance, members took a vote and appointed Councillor L Taylor as acting Chair to open the meeting and oversee item 1.

1. To appoint the Chair of the Employment & Staffing Committee for the 2026/27 municipal year.

RESOLVED: that Councillor H Owen be appointed as the Chair of the Employment & Staffing Committee for the 2026/27 municipal year.

Councillor Owen took over as Chair for the remainder of the meeting.

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

RESOLVED: that Councillor E Farmer be appointed as the Vice-Chair of the Employment & Staffing Committee for the 2026/27 municipal year.

3. Apologies and Reasons for Absence

3.1. To receive apologies.

No apologies were received as all members of the Employment & Staffing Committee were in attendance.

3.2. To consider approval for the reasons for absence.

No reasons for absence required approval as all members of the Employment & Staffing Committee were in attendance.

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.

No declarations were received.

4.2. To consider any applications for dispensation.

There were no applications for dispensation.

5. To approve and sign the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 27th January 2026.

RESOLVED: that the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 27th January 2026 be approved as a true record and signed by the Chair.

6. To receive the notes of an inquorate meeting of the Employment & Staffing Committee held on Tuesday 28th April 2026.

RESOLVED: that the notes of an inquorate meeting of the Employment & Staffing Committee held on Tuesday 28th April 2026 be received.

7. To resolve to exclude members of the press and public from items 8 - 16 in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the staffing matters to be discussed.

RESOLVED: that members of the press and public be excluded from items 8 to 16 in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the staffing matters to be discussed.

8. To receive a report on staff training and development.

RESOLVED: that the report on staff training and development be received.

9. To receive reports on the final staff leave, TOIL and sickness absence position for 2025/26:

9.1. Annual Leave

RESOLVED: that the final Annual Leave report for 2025/26 be received.

9.2. TOIL balances

RESOLVED: that the final TOIL balances report for 2025/26 be received.

9.3. Sickness Absence

RESOLVED: that the final Sickness Absence report for 2025/26 be received.

10.To receive reports on the current staff leave, TOIL and sickness absence position for 2026/27:

10.1. Annual Leave

RESOLVED: that the up-to-date Annual Leave report for 2026/27 be received.

10.2. TOIL balances

RESOLVED: that the up-to-date TOIL balances report for 2026/27 be received.

10.3. Sickness Absence

RESOLVED: that the up-to-date Sickness Absence report for 2026/27 be received.

11.To note the National Living Wage increase and the resulting adjustment to a member of staff's hourly pay rate.

RESOLVED: that the National Living Wage increase for 2026/27 be noted.

12.To note the Clerk's Workload Report.

RESOLVED: that the Clerk's Workload Report be noted.

13.To consider and agree a process for the reporting of planned and unplanned staff absence.

RESOLVED: that staff absence for employees managed by the Clerk continue to be recorded by the Clerk and reported to the Employment & Staffing Committee at scheduled committee meetings; and that, for business continuity purposes, the Clerk notify the Chair of the Employment & Staffing Committee in advance of planned annual leave and as soon as reasonably practicable in respect of any unplanned sickness absence.

14.To consider a request from the Admin & Allotment Manager to reduce their contracted working hours from 12 hours per week to 10 hours per week, and to approve the revised working hours with effect from 1 June 2026.

RESOLVED: that the Admin & Allotment Manager's contracted working hours be reduced from 12 hours per week to 10 hours per week with effect from 1 June 2026, and that their salary and annual leave entitlements be adjusted pro rata accordingly.

15.To consider aligning the Admin & Allotment Manager role to the NJC Pay Scales, to determine an appropriate spinal column point (SCP 15–17) in line with the responsibilities, experience, and length of service of the role, and to approve the revised hourly rate with effect from 1 June 2026.

RESOLVED: that the Admin & Allotment Manager role be aligned to the NJC Pay Scales as follows:

- Spinal Column Point 15, with effect from 1 June 2026
- Spinal Column Point 16, with effect from 1 April 2027
- Spinal Column Point 17, with effect from 1 April 2028

with the applicable NJC hourly rate in force at the relevant time to be applied.

16.To consider the Council's pension arrangements in relation to the contractual entitlement to membership of the Local Government Pension Scheme (LGPS).

RESOLVED: that, in order to align the Council's pension provision with employees' contractual terms and conditions, the Council proceed with membership of the Local Government Pension Scheme and that eligible employees be enrolled into the LGPS, subject to completion of the necessary administrative arrangements.

17.To note that the next meeting of the Employment & Staffing Committee will take place on Tuesday 1st September 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of the Employment & Staffing Committee will be held on Tuesday 1st September 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.



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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.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 16th June 2026

CLERK'S UPDATE REPORT

This report provides Council with updates on operational matters and actions taken since the last meeting.

Website Update

Updated information for the History page and the new Open Spaces page has been sent to Wakefield Website Designs.

The Clerk has now received access to the draft website and will carry out an initial review before the link is circulated to Members for comment prior to launch. Any further updates required to outdated pages will be provided to Wakefield Website Designs as part of this review.

Further page updates will be carried out in-house once the website has been launched and the Clerk has access to update the site directly.

Village Hall Booking

Following a recent issue where a birthday party booking was unable to access the hall through the wooden doors, additional keys have been cut for this door and added to the main door key sets.

Future birthday party bookings will therefore receive a full set of keys, which should help prevent similar access issues in future.

Flower Tub Planting

The contractor and an authorised Councillor have planted the flower tubs around the village.

A surplus of plants was purchased, and some of these will be used for the Village Hall hanging baskets. An issue with the water bowser was also identified and has been repaired by the contractor.

Bin Issues

The excess bin bags on Rose Estate have been removed, and the overflowing bin on School Street has now been emptied.

There were some initial issues with the new Village Hall recycling bin collection, however these appear to have now been resolved.

AGAR Submission

The AGAR was submitted to PKF Littlejohn on 27th May, and the Notice of Public Rights commenced on 3rd June. The inspection period will run until 14th July.

The AGAR has not yet been reviewed by PKF Littlejohn. A further update will be brought to the next meeting.

Land for Car Park

Wakefield MDC has been contacted regarding the possibility of the Parish Council purchasing or leasing land at Harewood Lane for parking.

The enquiry has been directed to the appropriate department and a response is awaited.

Ongoing Legal Matter

The solicitors have been instructed to review the documentation provided and to advise the Parish Council accordingly.

At the time of writing this report, no formal advice has yet been received.

Christmas Trees and Lighting

A further email has been sent to the contact at Wakefield MDC, and a response is awaited.

This matter was originally expected to be discussed at the next Town and Parish Councils Liaison Group meeting, however it is currently unclear whether this will still be the case following the recent elections.

The Clerk has begun looking into alternative options, and a further update will be brought to the next meeting.

Banking

The Clerk has booked onto a virtual Clerk and Local Banking Forum with Unity Trust Bank on Thursday 11th June.

This will provide further information and guidance on the Parish Council's future banking requirements. A report will be brought to a future meeting for Council to consider its options.

Miners Memorial Garden

Quotes have been requested from various landscaping companies for the repaving works, and two site visits have been arranged over the next week. It is hoped that quotes will be brought to the July meeting for Members' consideration.

UPTON & NORTH ELMSALL PARISH COUNCIL

MEETING OF COUNCIL

Tuesday 16th June 2026

ANNUAL REVIEW OF DIRECT DEBITS, STANDING ORDERS, AND OTHER AUTOMATIC PAYMENTS

PAYEE	PURPOSE	AMOUNT	FIXED/VARIABLE	FREQUENCY	DATE EXPECTED	MONTHS
Information Commissioner	ICO Registration	£47.00	Variable	Annually	11 th	Dec
Grenke Leasing	Photocopier Lease	£88.00	Fixed	Quarterly	1 st	Feb, May, Aug, Nov
E.ON Next	Electricity (Village Hall)	£1,538.96	Variable	Quarterly	17 th	Mar, Jun, Sep, Dec
Scottish Water	Water Charges (Village Hall)	£239.79	Variable	Quarterly	16 th	Jan, Apr, Jul, Oct
Scottish Water	Water Charges (Harewood Lane Allotments)	£128.21	Variable	Quarterly	27 th	Mar, Jun, Sep, Dec
Scottish Water	Water Charges (Grazing Field)	£380.64	Variable	Quarterly	16 th	Jan, Apr, Jul, Oct
Scottish Water	Water Charges (Memorial Garden)	£7.76	Variable	Quarterly	16 th	Jan, Apr, Jul, Oct
Smarty	Mobile Data (Clerk)	£9.00	Fixed	Monthly	16 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Smarty	Mobile Data (Admin & Allotment Manager)	£10.80	Fixed	Monthly	20 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Euro Digital Systems	Printing Charges	£64.52	Variable	Monthly	12 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Creative Pension Trust	Pension Administration (Pension Scheme)	£32.40	Fixed	Monthly	8 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Peninsula	H&S Services	£190.57	Fixed	Monthly	19 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Peninsula	HR Services	£245.70	Fixed	Monthly	21 st	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
British Gas	Gas Charges (Village Hall)	£252.59	Variable	Monthly	21 st	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Pro Logic	IT Support	£189.26	Variable	Monthly	28 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Simply Auto Enrolment	Pension Administration (Payroll)	£24.00	Fixed	Monthly	28 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Creative Pension Trust	Pension Payments	£223.41	Variable	Monthly	Last Working Day	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Employees	Salary	£3,760.08	Variable	Monthly	Last Working Day	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Barclays	Commission Charges (Current Acc)	£27.60	Variable	Monthly	5 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Barclays	Commission Charges (Community Acc)	£8.50	Variable	Monthly	5 th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Please note that variable direct debits are shown at their most recent debited value.

Accounts Payable
Upton and North Elmsall Parish Council
Jun-26

F

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

Payments Made Under Clerk's Delegated Authority

G

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	

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

Date: 05/06/2026

Upton & North Elmsall Parish Council Current Year

Page: 3

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>
									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	

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	

UPTON & NORTH ELMSALL PARISH COUNCIL

Tuesday 16th June 2026

REPORT: By the Admin & Allotment Manager on behalf of the Allotments Committee

DECISION-MAKING RESPONSIBILITIES FOR THE SCHOOL STREET REDEVELOPMENT AND UPTON COMMUNITY GARDEN

This report is submitted on behalf of the Allotments Committee to clarify responsibilities relating to the School Street redevelopment and the Upton Community Garden initiative.

1. School Street Redevelopment

The School Street redevelopment is a council-run project, and all decisions relating to its planning, management, and implementation are made solely by the council.

The Allotments Committee has no authority over this redevelopment and has not been involved in any formal decisions regarding its operation or future direction.

2. Status of Upton Community Garden

The Upton Community Garden is a council initiative and is not an allotment site. As such, it does not fall within the remit or management responsibilities of the Allotments Committee.

The recent closure of the Community Garden following the discovery of asbestos was a decision made entirely by the council. The Allotments Committee was not consulted or involved in any decisions regarding the closure, remediation, or future use of the site. This demonstrates that responsibility for the management and oversight of the Community Garden rests with the council.

3. Request for Continued Council Responsibility

Given that:

- the Community Garden is not an allotment site;
- the Allotments Committee has no authority or management responsibility for it; and
- all significant decisions concerning the site have been made by the council

the Committee formally requests that the council continues to retain full responsibility for the management, oversight, and decision-making relating to the Upton Community Garden.

This will ensure that:

- any future issues, including environmental, safety, or structural concerns, can be addressed promptly by the council;
- responsibilities remain clearly defined; and
- the community receives consistent and accountable management of the site.

The Committee also wishes to confirm that, once the redevelopment of the new allotment site has been completed and the site is fully established as allotments, it would be willing to assume responsibility for its day-to-day management and administration, in the same manner as it currently does for the Harewood Lane Allotments.

4. Conclusion

The Allotments Committee requests that the council formally confirms that responsibility for the Upton Community Garden will remain with the council. Once the allotment site is established, the Committee would be pleased to manage it alongside the Harewood Lane Allotments under its existing arrangements.

This approach will ensure clear responsibilities, effective management, and continuity for both the community garden and any future allotment provision.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 16th June 2026

ASBESTOS REMOVAL QUOTES

Purpose of Report

To provide Council with a summary of quotations received for asbestos cement debris removal works at the Community Garden and School Street Allotments, and to seek a decision on how Council wishes to proceed.

Background

Asbestos cement debris has been identified at the Community Garden and School Street Allotments. The Community Garden remains closed as a precaution, pending removal works, as it is a public facility provided by the Council.

The School Street Allotments site is also affected, although this site is currently not in active use and is therefore considered less urgent than the Community Garden.

Quotations were sought for removal works at both sites.

Summary of Quotations Received

Company A

Company A has quoted on a day-rate basis, as the full extent of asbestos cement debris is not known.

The quote includes:

- Hand picking, bagging and disposal of asbestos cement debris from the Community Garden area.
- Strimming and raking the School Street Allotments area.
- Removal of asbestos cement sheeting stored on site.
- Removal and disposal of the asbestos garage.
- Disposal of asbestos cement waste.

The costs quoted are:

Description	Cost
Two asbestos-qualified operatives	£990.00 + VAT per day
One-off asbestos skip and disposal costs	£2,000.00 + VAT

The final cost would depend on the number of days required to complete the works.

Company B

Company B has provided a fixed quotation for phased works.

The costs quoted are:

Description	Cost excluding VAT
Community Garden works, including vegetation strimming and hand picking of asbestos debris, including up to 2 tonnes of asbestos	£9,567.50
School Street Allotments, to trim vegetation and reveal the extent of asbestos contamination only	£16,980.00
Garage removal and disposal	£550.00
Subtotal	£27,097.50
VAT	£5,419.50
Total including VAT	£32,517.00

The quote for the School Street Allotments does not include asbestos removal at this stage and further costs may therefore be required following the initial clearance works.

Comparison

The quotations are not directly like-for-like.

Company A has quoted on a day-rate basis, meaning the final cost is not fixed. However, the quoted scope appears to include asbestos removal from both the Community Garden and School Street Allotments, as well as removal of the asbestos garage.

Company B has provided a fixed quotation, but the School Street Allotments element only includes strimming vegetation to reveal the extent of contamination and does not include asbestos removal from that area at this stage.

The Community Garden remains the priority due to its public use and current closure.

Financial Implications

Company A would involve an initial fixed cost of £2,000.00 + VAT for asbestos skip and disposal costs, plus £990.00 + VAT per day for two asbestos-qualified operatives.

Company B would involve a total cost of £32,517.00 including VAT for the works listed, although further costs may be required for asbestos removal from the School Street Allotments following the initial clearance works.

Decision Required

Council is asked to consider the quotations received and resolve how it wishes to proceed.

Council may wish to consider:

- Whether to prioritise the Community Garden works only at this stage.
- Whether to include works at the School Street Allotments at this stage.
- Which quotation offers the best value and most appropriate approach for the Council.
- Whether any further clarification is required before appointing a contractor.

Recommendation

That Council considers the quotations received and agrees how it wishes to proceed, with priority given to the Community Garden so that the site can be made safe and reopened to the public as soon as reasonably practicable.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 16th June 2026

LAND TO THE REAR OF HAREWOOD LANE

Purpose of Report

To report recent fly-tipping on Parish Council land to the rear of Harewood Lane, and to seek a decision from Council on what action, if any, it wishes to take.

Background

On Tuesday, 2 June 2026, the Parish Council received a telephone call from a resident of Harewood Lane reporting fly-tipping on land to the rear of the properties.

The Clerk and Admin & Allotment Manager attended the area to inspect the report. Photographs were taken of the fly-tipping, which appears to be located on Parish Council land.

During the visit, a caravan was also observed parked on Parish Council land. Photographs were also taken of this.

Council has previously considered whether to install fencing along this area. This was considered in 2021, but following discussion with residents, who agreed to keep the area tidy, Council decided not to proceed with fencing at that time. The notes from 2021 indicate that the area was to be monitored for 12 months, although it is not clear whether any further action was taken after that period.

The Council does not appear to have received any further complaints about this area until the recent report of fly-tipping.

Following the site visit, residents associated with the caravan attended the Parish Council office and disputed the Council's position in relation to the land.

Matters for Consideration

Council is asked to consider what action, if any, it wishes to take in relation to:

1. the reported fly-tipping on Parish Council land; and
2. the caravan currently parked on Parish Council land.

Council may wish to consider whether to:

- a) write to the relevant residents requesting that the fly-tipping and the caravan be removed from Parish Council land;
- b) take no further action at this stage and continue to monitor the area; or
- c) agree any other course of action it considers appropriate.

Recommendation

That Council considers the report and resolves what action, if any, it wishes the Clerk to take.



UK Health
Security
Agency

Radon Group

Miss H Senior
Upton & North Emsall Parish Council
The Village Hall, Harewood Lane
Upton, Pontefract
WF9 1JB

21 May 2026

Dear Miss Senior

Report of Radon Measurements

Please find enclosed a report of the radon measurement made on behalf of:

Upton & North Emsall Parish Council

The concentrations of radon-222 at the locations given on the attached sheets were measured with passive radon monitors. The results are expressed as the average radon gas concentration at each location in units of becquerels per cubic metre of air (Bq m^{-3}).

The results are shown on the report to 2 significant figures. However, the unrounded radon concentrations are used when determining whether a workplace is above or below the Ionising Radiations Regulations 2017 (IRR17) threshold.

If you have any queries regarding these results please email radon@phe.gov.uk or call the radon office on 01235 822622.

Yours sincerely

Radon Client Support Officer

Enclosures

Upton & North Emsall Parish Council
 The Village Hall, Harewood Lane
 Upton, Pontefract
 WF9 1JB

Detector Number	Detector Position	Date Issued	Date Returned	As measured Bq m ⁻³	Annual Average Bq m ⁻³
08572842	Cellar	22/01/2026	05/05/2026	19	15
08572886	Main Hall	22/01/2026	05/05/2026	33	25

Regulations

The Ionising Radiations Regulations 2017 (IRR17) apply where there is work in an atmosphere where the radon level is greater than 300 Bq m⁻³ (becquerels per cubic metre of air) as an annual average. Where the IRR17 applies, employers are required to take action to control the resulting exposures. Radon levels in buildings typically follow a clear seasonal pattern (higher in winter, lower in summer), so seasonal correction factors are used to estimate the annual average concentration that indicates whether the Regulations apply.

Advice

The enclosed results indicate that the Regulations are unlikely to apply in these areas with respect to radon. Consequently, there is no need for radon controls.

The above advice applies to these results only.

The HSE advise repeating a radon measurement:

- After 10 years if the radon levels were well below 300 Bq m⁻³ (as an annual average)
- Within less than 10 years if the radon levels were close to 300 Bq m⁻³ (as an annual average)
- Immediately after there have been significant changes to the building (e.g. heating, ventilation, windows or extension) or its use

If you have a Radiation Protection Advisor please ensure you pass these results on to them.

Other comments - if applicable