



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: 15th July 2026

Dear Councillor,

You are hereby summoned to attend a **Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 21st July 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

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 21st July 2026 at 6:30pm at the Village Hall

AGENDA

53. Apologies and Reasons for Absence

53.1. To receive apologies.

53.2. To consider approval of the reasons for absence.

54. Declarations of Interest

54.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

54.2. To consider any applications for dispensation.

55. Co-option of up to two Parish Councillors

55.1. To receive short introductions from candidates, limited to a maximum of 3 minutes per candidate.

55.2. To resolve, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting for item 55.3 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business, namely the consideration of personal information relating to the candidates.

55.3. To consider the candidates for co-option.

55.4. To reconvene the public meeting and vote on, and where appropriate resolve to approve, the co-option of up to two Parish Councillors.

55.5. For any successful candidate(s) to sign the Declaration of Acceptance of Office.

56. To approve and sign the draft minutes of a Meeting of Upton & North Elmsall Parish Council held on Tuesday 16th June 2026. (B)

57. To receive the minutes of a meeting of the Allotments Committee held on Tuesday 23rd June 2026. (C)

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

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

60.Financial Matters

- 60.1. To approve the accounts for payment for July 2026. (E)
- 60.2. To receive the list of payments made under Clerk's Delegated Authority since the last report. (F)
- 60.3. To receive the list of payments for June 2026. (G)

- 61.To formally resolve to nominate the Clerk & RFO for membership of the LGPS and to confirm that all officers employed by the Parish Council in future are also deemed to be nominated. (H)

- 62.To consider the available electricity renewal options for the Village Hall and to select a tariff and contract term. (I)

- 63.To consider quotations for refurbishment works at the Miners Memorial Garden, to determine the preferred scope of works and contractor, and to agree the source of funding. (J)

- 64.To consider a quote from T & D Contractors for the jet washing of the area outside the Village Hall and to re-mark the parking bays. (K)

- 65.To consider a revised quotation received from PHS for hygiene waste services and to determine whether to reaffirm or vary the Council's previous resolution to move to Cathedral Hygiene from 2027. (L)

- 66.To discuss issues with the Parish Council notice boards and to consider any works required.

- 67.To consider a Grant Funding Application from Upton A.R.L.F.C. (M)

- 68.To consider a Grant Funding Application from Upton Fishing Club. (N)

- 69.To consider bat box locations and to determine who will be responsible for placing these.

- 70.To consider adopting the Business Continuity Plan and giving delegated authority to the Clerk to review, maintain and update the Plan, including any operational appendices, as required. (O)

- 71.To consider attendance at committee meetings and its impact on the ability of committees to remain quorate, and to review committee membership and meeting arrangements as necessary.

72.To consider establishing an Events Committee, to approve its Terms of Reference, and to appoint five Councillors to the Committee. (P)

73.To consider and approve arrangements for a public consultation regarding the future use of the School Street Allotment land, including the consultation method, options, duration and preliminary legal enquiries. (Q)

74.To discuss and consider the governance, use, and future direction of the Community Garden.

75.To note that no request for an election was received following the Notice of Casual Vacancy dated 23rd June 2026, and to agree the arrangements and timescales for filling the vacancy by co-option.

76.Planning

76.1. To receive and consider any new planning applications.

76.2. To note any planning decisions received.

77.To note that the next meeting of Upton & North Elmsall Parish Council will take place on Tuesday 15th September 2026 at 6:30pm at The Village Hall.

78.To resolve, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting for item 79 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business, namely the consideration of legally privileged advice.

79.To receive and note the advice given by Levi Solicitors regarding Green Lane and to consider any actions arising.



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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.

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

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	

Date: 05/06/2026

Upton & North Elmsall Parish Council Current Year

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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

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		

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

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 THE ALLOTMENTS COMMITTEE

Held on Tuesday 23rd June 2026 at 6:30pm at the Village Hall

Present: Councillor H Owen - Chair
Councillor S Spencer – Vice-Chair
Councillor L Taylor

Julie Green – Representative of Harewood Lane Allotments
Mark Fordham – Representative of Harewood Lane Allotments
Julie Fordham – Representative of Harewood Lane Allotments
Karen Stringfellow – Representative of Stables & Grazing

Angela Spencer – Admin & Allotment Manager

Absent: Councillor E Farmer
Councillor C Merrington

7. Apologies

7.1 To receive apologies for absence.

No apologies were received.

7.2 To approve reasons for absence.

No reasons for absence were received.

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.

No declarations of interest were received.

8.2 To receive, consider and determine any applications for dispensation.

No applications for dispensation were received.

- 9. To approve and sign the Minutes of the 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 approved as a true record and signed by the Chair.

- 10. To receive a verbal update from the Admin & Allotment Manager on matters relating to the Allotments, Stables, and Grazing Field. (For information only.)**

RESOLVED: that the verbal update from the Admin & Allotment Manager be received.

- 11. To receive any verbal updates from representatives. (For information only.)**

Julie Green provided an update regarding the Eco Plot on Harewood Lane allotment site used by Bless and Plot 10, where a small shop is proposed for use during Bless activities. The shop will only operate during Bless sessions.

Julie advised that she is currently in discussion with a number of contractors interested in supporting the project. It was agreed that all proposals, quotations, and relevant information should be submitted to the Council office before any work proceeds, to ensure that both the Council and the Allotments Committee are fully informed and able to consider any necessary approvals.

- 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.**

RESOLVED: that the verbal update be received, and that:

- a meeting be arranged with the two judges, the local Vicar and Lorna Harris, to discuss arrangements for the day and to identify any specific requirements.
- the Co-op and the Upton Arms be approached to display Village Show banners, together with an additional banner outside the Village Hall.
- arrangements be made for the banners to be installed safely.

- 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.**

RESOLVED: that delegated authority be granted as proposed.

- 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.**

RESOLVED: that the consideration of the quote be deferred until the next meeting of the Allotments Committee.

15.To consider the purchase of three additional vermin bait boxes for Harewood Lane Allotments.

RESOLVED: that the purchase of three additional bait boxes be approved.

16.To consider a quote from T & D Contractors to remove the metal sheeting at Harewood Lane Allotments and replace it with Heras fencing.

RESOLVED: that the quote from T & D Contractors to remove the metal sheeting and replace it with Heras fencing, at a cost of £200.00 plus VAT, be approved.

17.To discuss the current rules on keeping livestock and to consider any changes in preparation for the new Tenancy Contract.

RESOLVED: that the revised tenancy agreement be amended to permit a maximum of eight poultry per allotment plot, and that no other livestock be permitted unless otherwise authorised by the Council.

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 21st July 2026

CLERK'S UPDATE REPORT

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

Website

The new Parish Council website is now live and has been announced on social media. Initial feedback received from parishioners has been positive.

The Clerk has been familiarising herself with the website administration system and has begun updating news, events, documents and other Council information directly. Members can view the website at www.uptonandnorthelmsall-pc.gov.uk.

Community Garden

The asbestos removal works commenced on Monday 6th July and were completed on Friday 10th July. Following confirmation from the contractor that the site was safe, the Community Garden officially reopened to the public that afternoon.

The invoice for the asbestos removal works is included within the schedule of invoices for payment elsewhere on the Agenda.

AGAR Submission

The external auditor has not yet completed its review of the Parish Council's 2025/26 Annual Governance and Accountability Return. A further update will be provided once correspondence is received.

Land for Car Park

Wakefield MDC has confirmed that it is agreeable in principle to the proposed use of the land for a car park.

The required form has now been completed and returned. The proposal will therefore be circulated to the relevant Wakefield MDC departments for consideration, including the determination of any requirements, costings and next steps.

A further update will be provided to Members once a formal response is received.

Scarborough Day Trip

Preparations for the Scarborough day trip are progressing. The booking arrangements and supporting event documentation have been prepared, including an event management plan, risk assessment and volunteer briefing. Arrangements are also being made for Council representatives and volunteers to assist with passenger checks and general coordination on each coach. Further practical information will be issued to attendees before the trip.

Village Show

Preparations for the Village Show are underway, with Councillor Owen and the Admin & Allotments Manager taking the lead on the planning and organisation. Promotional banners have been ordered and will be displayed at agreed locations in advance of the event.

Water Boiler and Legionella Risk Assessment

Following a concern raised by one regular user regarding the taste of water from the Village Hall boiler, the boiler has been inspected by a qualified gas engineer, who confirmed that it is operating correctly and that no fault was identified. The difference in taste is believed to result from the water being stored, heated and reheated within the boiler.

A legionella risk assessment of the Village Hall water system is booked for Thursday 16th July. The findings will be reported to Members at the meeting, subject to the written report being received in time.

This assessment will also ensure that the Council's water-safety records and future routine monitoring arrangements are brought fully up to date.

Tree Preservation Order Requests

The completed forms requesting consideration of Tree Preservation Orders have been submitted to Wakefield MDC. A response is awaited.

Accounts Payable
Upton and North Elmsall Parish Council
Jul-26

E

DATE	PAYEE	ITEM	NET	VAT	TOTAL
17/06/2026	Stringers Pontefract Motorways	Hire of 3 Coaches for Scarborough Day Trip	£1,860.00	£0.00	£1,860.00
19/06/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
19/06/2026	N.P.B Contractors	Ragworting of the Grazing Field	£1,700.00	£340.00	£2,040.00
22/06/2026	Heatons Group	Toilet Cleaner	£10.32	£2.06	£12.38
22/06/2026	Dorchester Town Council	Staff Training Course	£25.00	£0.00	£25.00
28/06/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
30/06/2026	Shaw Toilet Hire	Portable Toilet Hire - Harewood Lane Allotments	£130.00	£26.00	£156.00
01/07/2026	DRD Communications (Qudo)	Telephone and Broadband	£49.06	£9.81	£58.87
03/07/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
10/07/2026	HMRC	PAYE & NIC July 2026	£1,255.10	£0.00	£1,255.10
11/07/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
13/07/2026	YLCA	Cllr & Staff Training Course	£56.40	£0.00	£56.40
13/07/2026	YLCA	Staff Training Course	£75.20	£0.00	£75.20
13/07/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
13/07/2026	BLS Asbestos Ltd	Asbestos Removal - Community Garden	£6,950.00	£1,390.00	£8,340.00
15/07/2026	Askew Skips	Skip Hire for Harewood Lane Allotments	£750.00	£150.00	£900.00
			£14,711.08	£1,917.87	£16,628.95

Payments Made Under Clerk's Delegated Authority

F

Upton and North Elmsall Parish Council

June - July 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
12/06/2026	Amazon	Slug & Snail Killer	£5.00	£1.00	£6.00
17/06/2026	Amazon	Plastic Cups	£17.41	£3.48	£20.89
17/06/2026	Amazon	Plastic Cup Dispenser	£9.98	£2.00	£11.98
17/06/2026	Adam Washington	Plant Watering, Bin Emptying & Bowser Repair	£400.00	£0.00	£400.00
17/06/2026	Heatons Group	Toilet Roll	£43.46	£8.69	£52.15
17/06/2026	Adam Washington	Planting of Flowers	£750.00	£0.00	£750.00
17/06/2026	S Pallett	Reimbursement for Table Cloth Drycleaning	£36.00	£0.00	£36.00
22/06/2026	Amazon	Parish Council ID Cards	£17.85	£0.00	£17.85
22/06/2026	First Aid 4 Less (Value Products Ltd)	3 x Day Trip First Aid kits	£52.86	£10.57	£63.43
22/06/2026	Amazon	Parish Council Lanyards	£19.41	£3.88	£23.29
23/06/2026	Wakefield Website Designs	Final Payment for Bespoke Website	£1,536.00	£307.20	£1,843.20
23/06/2026	Morrisons	Office Refreshments	£8.24	£0.41	£8.65
24/06/2026	Amazon	Weed Killer	£9.32	£1.86	£11.18
07/07/2026	HM Land Registry	Title Deeds and Plans	£14.00	£0.00	£14.00
14/07/2026	HM Land Registry	Title Deeds	£7.00	£0.00	£7.00
			£2,926.53	£339.09	£3,265.62

Date: 08/07/2026

Upton & North Elmsall Parish Council Current Year

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Time: 10:43

Cashbook 1

User: CLERK

Current A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2026	Petty Cash	PC Setup	100.00			250		100.00	Initial Petty Cash Float
03/06/2026	Office Specialities Ltd	DDR	45.89		7.65	2002	102	38.24	Toilet Roll
03/06/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Land Registry Plans
03/06/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Land Registry Plans
03/06/2026	Banner World Limited	DDR	102.90		17.15	4007	140	85.75	Village Show Banners
04/06/2026	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Pension Administration
05/06/2026	Scottish Water - Business	DDR	23.45			4105	147	23.45	Water Charges- Community Garden
05/06/2026	Barclays Bank	DDR	28.44			4043	101	28.44	Commission Charges
08/06/2026	Office Specialities Ltd	DDR	-45.89		-7.65	2002	102	-38.24	Refund - Toilet Roll
10/06/2026	Barnsley Lock & Safe Co Ltd	DDR	116.39		19.40	4106	121	96.99	Allotment Site Keys
12/06/2026	Euro Digtial Systems	DDR	111.46		18.57	4041	101	92.89	Photocopier Charges
12/06/2026	Amazon EU S.a.r.L.	DDR	6.00		1.00	4049	148	5.00	Slug & Snail Killer
16/06/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	101	206.67	HR Services
16/06/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Clerk - Monthly Mobile Data
17/06/2026	Luxtous Limited	DDR	20.89		3.48	2002	102	17.41	Plastic Cups
17/06/2026	Amazon EU S.a.r.L.	DDR	11.98		2.00	4120	102	9.98	Plastic Cup Dispenser
17/06/2026	SHAW Toilet hire	DDR	124.80		20.80	4005	121	104.00	Toilet Hire - Harewood Lane
17/06/2026	Yorks Local Council Assn	DDR	28.20			4152	145	28.20	Councillor Training
17/06/2026	Wakefield District Council	DDR	111.98			4240	102	111.98	Annual Recycling Collection
17/06/2026	Newstead Nurseries Ltd	DDR	996.00		166.00	4222	148	800.00	Plants
						4049	148	30.00	Fertiliser
17/06/2026	Newstead Nurseries Ltd	DDR	200.00		33.33	4214	140	166.67	Compost & Manure for Village
17/06/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
17/06/2026	DRD Communications Ltd	DDR	58.53		9.75	4040	101	48.78	Telephone & Broadband
17/06/2026	Yorks Local Council Assn	DDR	75.20			4152	145	75.20	Councillor Training
17/06/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
17/06/2026	HM Revenue & Customs	DDR	1,255.30			4000	101	1,255.30	PAYE & NIC June 2026
17/06/2026	Adam Washington	DDR	400.00			2008	140	370.00	Plant Watering & Bin Emptying
						4120	148	30.00	Water Bowser Repair
17/06/2026	Heatons Group Limited	DDR	52.15		8.69	2002	102	43.46	Toilet Roll
17/06/2026	Adam Washington	DDR	750.00			4024	140	750.00	Flower Planting
17/06/2026	Cllr S Pallett	DDR	36.00			2002	102	36.00	Tablecloth Drycleaning
18/06/2026	Argos	DDR	879.00		146.50	4155	103	732.50	Mobile Phone
19/06/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
22/06/2026	Joel Miles-Board	DDR	17.85			4235	134	17.85	ID Cards
22/06/2026	Value Products Limited	DDR	63.43		10.57	4235	134	52.86	3 x Day Trip F.A. kits
22/06/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Admin - Monthly Mobile Data
22/06/2026	The Little Upton Florist	DDR	60.00			4155	103	60.00	Bereavement Flowers
22/06/2026	PixPrint Limited	DDR	23.29		3.88	4235	134	19.41	Parish Council Lanyards
23/06/2026	British Gas Business	DDR	99.17		4.72	4108	102	94.45	Gas Charges - Village Hall
23/06/2026	E.ON Electricity	DDR	1,288.04		164.11	4107	102	1,123.93	Electricity Charges
23/06/2026	Morrisons Supermarkets Limited	DDR	8.65		0.41	4016	101	8.24	Office Refreshments
23/06/2026	Wakefield Web Design	DDR	1,843.20		307.20	4060	101	1,536.00	Website Design - Final

Continued on Page 243

Date: 08/07/2026

Upton & North Elmsall Parish Council Current Year

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Time: 10:43

Cashbook 1

User: CLERK

Current A/c

For Month No: 3

Payments for Month 3

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>
									Payment
24/06/2026	Amazon EU S.a.r.L.	DDR	11.18		1.86	4113	102	9.32	Weed Killer
25/06/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Administration
25/06/2026	Fetch Fulfilment Limited	DDR	-21.20		-3.53	4113	102	-17.67	REFUND - Stroage Room Light
29/06/2026	Pro Logic Computers (UK) Ltd	DDR	178.38		29.73	4042	101	148.65	IT Support
30/06/2026	Utility Warehouse	DDR	43.08		7.17	4040	101	35.91	Final Payment-Internet & Phone
30/06/2026	Staff Salaries	SO	3,635.57			4000	101	3,635.57	Staff Salaries June 2026
Total Payments for Month			13,505.78	0.00	1,051.49			12,454.29	
Balance Carried Fwd			28,901.59						
Cashbook Totals			42,407.37	0.00	1,051.49			41,355.88	

Payments for Month 3				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>
08/06/2026	Cobblers & Keys & Anns Access.	CASH	15.00			4110	102	15.00	Village Hall Keys
10/06/2026	Post Office Ltd	CASH	14.40			4045	101	14.40	Stamps
Total Payments for Month			29.40	0.00	0.00			29.40	
Balance Carried Fwd			70.60						
Cashbook Totals			100.00	0.00	0.00			100.00	

Payments for Month 3				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>
05/06/2026	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
Total Payments for Month			8.50	0.00	0.00			8.50	
Balance Carried Fwd			396.94						
Cashbook Totals			405.44	0.00	0.00			405.44	

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 21st July 2026

LOCAL GOVERNMENT PENSION SCHEME MEMBERSHIP

Purpose of Report

To ask Council to formally resolve to nominate the Clerk & RFO for membership of the Local Government Pension Scheme (LGPS), and to confirm that all officers employed by the Parish Council in future are also deemed to be nominated for membership of the scheme.

Background

The Council's employee contracts provide for entitlement to membership of the Local Government Pension Scheme. It has since been identified that the Council's current pension arrangements are not fully aligned with those contractual terms.

At its meeting held on 26th May 2026, the Employment & Staffing Committee considered the Council's pension arrangements and resolved that, in order to align pension provision with employees' contractual terms and conditions, the Council proceed with membership of the LGPS and that eligible employees be enrolled, subject to completion of the necessary administrative arrangements.

Following this, advice was sought from West Yorkshire Pension Fund. The Fund has confirmed that a formal Council resolution is required, specifying either named employees or a class of employees for membership of the LGPS. The Fund has also confirmed that a copy of the Council's resolution and the minutes of the meeting at which it is passed will be required.

Reason for Decision

A formal Council resolution is required to allow the Council to participate in the LGPS and to regularise the pension position in line with employee contractual entitlement.

The resolution will also provide clarity for future appointments by confirming that all officers employed by the Parish Council in future are deemed to be nominated for membership of the scheme.

Financial Implications

West Yorkshire Pension Fund has advised that the current employer contribution rate is 14.9% of pensionable payroll. Any further actuarial or legal fees arising from the Council joining the Fund would be recharged to the Parish Council.

This will be met from the Council's staffing budget and monitored through the usual budget monitoring process.

Recommendation

Council is asked to RESOLVE:

- that Helen Senior, Clerk & RFO, be nominated for membership of the Local Government Pension Scheme with effect from 1st August 2026, subject to completion of the necessary administrative arrangements with West Yorkshire Pension Fund; and that all officers employed by Upton & North Elmsall Parish Council in future are also deemed to be nominated for membership of the scheme.

Renew your contract

Your best renewal options.

Electricity

1 Year Fixed Business

Our 12 month fixed term contract for business customers.

Unit rate **26.60p /kWh**

Standing charge 220.00p

Monthly cost (Estimated) £381.04

Annual cost (Estimated) £4,572.49



Fixed prices for 12 months.

[See full contract information](#)

Select this contract

Electricity

1 Year Fixed Business Renewable

Our 12 month renewable fixed term contract for business customers.

Unit rate **26.70p /kWh**

Standing charge 220.00p

Monthly cost (Estimated) £382.22

Annual cost (Estimated) £4,586.66



Fixed prices for 12 months.

[See full contract information](#)

Select this contract

2 Year Fixed Business

Our 24 month fixed term contract for business customers.

Unit rate **26.30p /kWh**

Standing charge 255.00p

Monthly cost (Estimated) £388.14

Annual cost (Estimated) £4,657.72



Fixed prices for 24 months.

[See full contract information](#)

Select this contract

2 Year Fixed Business Renewable

Our 24 month renewable fixed term contract for business customers.

Unit rate **26.40p /kWh**

Standing charge 255.00p

Monthly cost (Estimated) £389.32

Annual cost (Estimated) £4,671.89



Fixed prices for 24 months.

[See full contract information](#)

Select this contract

Electricity

1 Year Fixed Business LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **32.30p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £390.56

Electricity

1 Year Fixed Business Renewable LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **32.40p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £391.74

Annual cost (Estimated) £4,686.73



Fixed prices for 12 months.

[See full contract information](#)

Select this contract

Annual cost

£4,700.90

(Estimated)



Fixed prices for 12 months.

[See full contract information](#)

Select this contract

Electricity

2 Year Fixed Business LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **32.90p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £397.65

Annual cost (Estimated) £4,771.76



Fixed prices for 24 months.

[See full contract information](#)

Select this contract

Electricity

2 Year Fixed Business Renewable LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **33.10p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £400.01

Annual cost (Estimated) £4,800.10



Fixed prices for 24 months.

[See full contract information](#)

Select this contract

Electricity

3 Year Fixed Business

Our 36 month fixed term contract for business customers.

Unit rate **26.70p /kWh**

Standing charge 288.00p

Monthly cost (Estimated) £402.91

Annual cost
(Estimated) £4,834.86



Fixed prices for 36 months.

[See full contract information](#)

Select this contract

Electricity

3 Year Fixed Business Renewable

Our 36 month renewable fixed term contract for business customers.

Unit rate **26.80p /kWh**

Standing charge 288.00p

Monthly cost (Estimated) £404.09

Annual cost
(Estimated) £4,849.03



Fixed prices for 36 months.

[See full contract information](#)

Select this contract

Electricity

Business Fix 2026 1 Year

Our 12 month fixed term contract for business customers.

Unit rate **33.40p /kWh**

Electricity

3 Year Fixed Business LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **34.20p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £409.51

Annual cost (Estimated) £4,914.06



Fixed prices for 12 months.

[See full contract information](#)

Select this contract

Standing charge 30.00p

Monthly cost (Estimated) £413.00

Annual cost (Estimated) £4,955.98



Fixed prices for 36 months.

[See full contract information](#)

Select this contract

Electricity

3 Year Fixed Business Renewable LSC

A tariff with a lower standing charge, which may not result in a lower overall bill.

Unit rate **34.30p** /kWh

Standing charge 30.00p

Monthly cost (Estimated) £414.18

Annual cost (Estimated) £4,970.15



Fixed prices for 36 months.

[See full contract information](#)

Electricity

Business Fix 2026 2 Year

Our 24 month fixed term contract for business customers.

Unit rate **34.30p** /kWh

Standing charge 30.00p

Monthly cost (Estimated) £420.29

Annual cost
(Estimated) £5,043.52



Fixed prices for 24 months.

[See full contract information](#)

Select this contract

Select this contract

Electricity

Business Fix 2026 3 Year

Our 36 month fixed term contract for business customers.

Unit rate **35.20p /kWh**

Standing charge 30.00p

Monthly cost (Estimated) £431.08

Annual cost (Estimated) £5,172.98



Fixed prices for 36 months.

[See full contract information](#)

Select this contract

Due for renewal

1Year Fixed Business



This contract ends on 2 Sep 2026.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
 Tuesday 21st July 2026

MINERS MEMORIAL GARDEN REFURBISHMENT

Purpose of Report

To consider the quotations received for refurbishment works at the Miners Memorial Garden and to determine the preferred scope of works, contractor, and budget allocation.

Background

The Miners Memorial Garden is an important community space and memorial site. The paved memorial circle and surrounding pathways are showing signs of wear and would benefit from refurbishment to improve the appearance, accessibility, and long-term condition of the area.

Quotations have been obtained from several contractors. However, the quotations are not directly comparable, as they vary in terms of the proposed materials, extent of works, treatment of the pathways, edging, traffic management, and waste disposal arrangements.

Quotations Received

Contractor	Scope / Option	Quoted Cost	Notes
Company A	Memorial circle — Raj Green Indian Stone	£15,088.38	Includes uplift/removal of existing paving, sub-base, membrane, Indian stone cobble edging, Raj Green paving, safety measures, waste disposal and traffic management.
Company A	Memorial circle — Marshalls Heritage Old Yorkstone	£17,529.38	Similar scope to above, using Marshalls Heritage Old Yorkstone.
Company A	Paths — Raj Green Indian Stone	£24,696.66	Full path refurbishment including removal of existing surfaces, membrane, MOT Type 1 sub-base, approx. 2,700 cobbles and Raj Green paving.
Company A	Paths — Marshalls Heritage Old Yorkstone	£29,442.66	Full path refurbishment as above, using Marshalls Heritage Old Yorkstone.

Company A	Paths — self-binding gravel	£17,093.38	Full path refurbishment using self-binding gravel, with cobble edging and compacted finish.
Company B	Memorial paving and paths	£13,063.00 + VAT / £15,675.60 inc. VAT	Split into £8,758 for memorial paving and £4,305 for path works. Path works are described as scraping off existing stone chippings and installing new 20mm clean stone chippings.
Company C	Memorial circle	£10,290.68 inc. VAT	Includes concrete slab paving, contrasting border, decorative gravel, bench removal/reinstatement and waste removal.
Company C	Path edging only	£10,247.94 inc. VAT	Includes removal of existing double layer cobbles to the paths and replacement with block paving soldiers; this appears to relate to edging rather than full resurfacing of the paths.
Company D	Memorial area and paths	£9,310.00	Handwritten quotation; appears to include paving slabs, path edging, Breedon gravel and credit for existing cobbles. Further clarification would be needed on specification, VAT status, waste disposal and payment arrangements.

Combined Company A Options

Company A also provided combined option comparisons:

Combined Option	Total
Raj Green memorial circle + self-binding gravel paths	£32,181.76
Heritage memorial circle + self-binding gravel paths	£34,622.76
Raj Green memorial circle + Raj Green paths	£39,785.04
Heritage memorial circle + Heritage paths	£46,972.04

These options include traffic management, public safety measures and waste disposal.

Considerations

The Council should note that the quotations differ significantly in scope and specification. Some quotations provide for a full refurbishment of both the memorial circle and pathways, while others provide for a more limited refurbishment or refresh of existing surfaces.

The lowest quotation should not be considered on price alone, as it may not include the same level of preparation, materials, edging, traffic management, waste disposal or long-term durability.

The Council may therefore wish to decide first whether it wishes to:

- refurbish the memorial circle only;
- refurbish the memorial circle and carry out a basic refresh of the pathways; or
- carry out a full refurbishment of the memorial circle and pathways.

Financial Implications

Depending on the scope selected, the cost ranges from approximately £9,310.00 to £46,972.04.

VAT treatment varies between quotations and should be confirmed before any appointment is made. Where VAT is charged, this should be reclaimable by the Council in the usual way, but the gross amount will still need to be paid initially.

Decision Required

Members are asked to determine whether they wish to proceed with a limited refurbishment, a partial refurbishment, a full refurbishment, or no refurbishment of the Miners Memorial Garden at this time, and to appoint a contractor accordingly if required.

Recommendation

It is recommended that Council:

- considers the quotations received;
- determines the preferred scope of works for the Miners Memorial Garden;
- agrees the preferred contractor and quotation, subject to confirmation of VAT status, insurance, waste disposal arrangements, start date, risk assessment/method statement, and any required traffic management; and
- agrees the budget heading or reserve from which the works will be funded.

T&D CONTRACTORS

6/ 7 / 2026

ESTIMATE

Upton and North Elmsall Parish Council
For power washing and remark car park lines Village hall

£520.00

VAT NUMBER 817 1831 33

Yours sincerely
T EASTER

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
 Tuesday 21st July 2026

HYGIENE WASTE SERVICES

Purpose of Report

To ask Members to consider a revised quotation received from PHS for hygiene waste services and to determine whether to reaffirm or vary the Council's previous resolution to move to Cathedral Hygiene from 2027.

Background

Council previously resolved to continue with PHS for the remainder of the current service period, before moving to Cathedral Hygiene from 2027.

This decision was made on the basis that Cathedral Hygiene would provide improved value for money, with a saving of approximately £500 per year compared with the Council's previous PHS costs, and an increase in service frequency from 8 services per year to 12.

Following notification of the Council's decision, PHS submitted a revised quotation offering a significantly reduced cost, fixed for a three-year period. The revised quotation is therefore being brought back to Council as new information for consideration.

Comparison of Options

Provider	Services Per Year	Annual Cost	Notes
PHS	8	£191.60 plus VAT, plus £35.00 annual Duty of Care fee	Revised quote fixed for three years. Current annual cost is £936.31 plus VAT, plus £77.64 Duty of Care fee.
Cathedral Hygiene	12	£624.00 plus VAT, Duty of Care included	Previously agreed by Council. Price fixed for five years. Widely used by other local Town and Parish Councils.

Considerations

Although the revised PHS quotation is significantly lower, members should note that the service would remain at 8 visits per year. Cathedral Hygiene would provide 12 visits per year, with the price fixed for five years and Duty of Care included.

There is also no guarantee that PHS would continue to offer the same level of discount once the three-year fixed term ends.

Council should consider overall value for money, including cost, service frequency, reliability, service quality and long-term certainty, rather than cost alone.

Clerk's Comment

The revised quotation from PHS represents a significant reduction and has been brought back to Council for transparency and consideration.

However, Council has already considered this matter and resolved to move to Cathedral Hygiene from 2027. Cathedral Hygiene provides a higher number of services per year, is widely used by other local Town and Parish Councils, and offers greater long-term price certainty.

On balance, it is recommended that Council reaffirms its previous resolution to move to Cathedral Hygiene from 2027.

Recommendation

Council is asked to consider the revised quotation received from PHS and resolve whether to reaffirm or vary its previous resolution.

Additional Information

Products & Services

Product	Postal District	Term (Years)	Service Freq.	Agreement Type	Cost per Unit	Number of Units	Annual Charge
Male Incontinence Bag Dispenser	WF9	3	8	Service	£20.72	1	£20.72
Liner Service – Eclipse Xtra Grey Base and Lid	WF9	3	8	Service	£42.72	3	£128.16
Male Incontinence Bin - Liner Service	WF9	3	8	Service	£42.72	1	£42.72
Total Annual Charge							£191.60

Supplementary Charges

Should you proceed to contract the following estimated charges will apply:

Charge Type	Amount	Terms and Conditions
Carriage	£0.00	This charge will be added when Carriage is applicable
Installation	£0.00	This charge will be added when Installation is applicable
Hazardous Waste	£0.00	This charge will be added (per visit) when Hazardous Waste is applicable
Duty of Care	£35.00	This charge will be added (per year) when Duty of Care is applicable
Pre-acceptance Audit	£0.00	This charge will be added (per location) when a Pre-acceptance Audit is applicable

Quote Terms

Your quote is valid for 30 days from the date above unless otherwise specified in the terms and conditions of your framework contractual agreement. Prices are exclusive of VAT at the related rates. Electrical installations will be completed up to 20m per unit if no additional specification stipulated. Please note that Rental includes installation and maintenance, and Service includes installation, service, maintenance, all consumables plus free 24-hour emergency call outs.

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	Upton ARLFC
Main group contact: (Full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	Annually the rugby club hosts a music festival, a community event with all costs covered by the club, the event is free to admission, open to all across the Parish. Whilst the club makes some money from the event, which is invested back into the club facilities, due to the rising costs of food, brewery and bands over previous years, the money being made is less and less, once all costs have been covered. This year we are asking the Parish Council if they would assist, however small in covering some of the costs, eg those for the bands
Say how you know there is a need for your project	We see a good attendance from across the Parish (weather dependent) with many people asking about when it is, who is on etc.
What are the full costs of the project (including VAT if applicable)	Band costs are £1500, with PA at £750.
Where is other funding from the project to come from?*(Tell us the funder and the amount you expect from them) *If applicable.	Club funds £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.* *If applicable.	N/a
What contribution to these costs would you like from the parish council?	Councils discretion
Is this contribution for a specific element of the project?	

What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☐ Please give details below Committee run



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

UPTON & NORTH ELMSALL PARISH COUNCIL GRANT SCHEME APPLICATION FORM

Section 1: Organisation Details

Name of Organisation:

Type of Organisation (tick one):

☐ Charity

☐ Voluntary/Community Group

☒ Recreational Group

☐ Other (please specify): UPTON FISHING CLUB

Section 2: Eligibility

Is your organisation based within Upton & North Elmsall Parish?

☒ Yes

☐ No

If no, please explain how your project will directly benefit residents of the parish:

Section 3: Project Details

Project Title: PURCHASE A NEW BOAT

Description of Project (what you plan to do):

WE ARE IN NEED OF A NEW BOAT FOR NUMEROUS TASKS, WE NEED TO GET ONTO THE WATER TO, SERVICE AND INSTALL EXHAUSTING AERATORS, GET ACCESS ONTO ISLAND, CUT BACK VEGETATION, NET FISH, PLACE BARLEY STRAW BALES, AND WEED/ALGAE LIQUIDS, REMOVING DEBRIS ETC.

What are the aims of the project? (tick all that apply):

- ☐ Promote community engagement and inclusivity
- ☐ Reduce social isolation
- ☒ Improve local amenities or services
- ☐ Environmental or recreational benefit
- ☐ Other (please specify): _____

How will this project benefit the community?

WE ARE A CLUB THAT HAS BEEN ON THE LAKES SINCE IT WAS FIRST BUILT. WE ARE MAINLY A SELF HELP AND SELF FUNDED CLUB, WE HAVE BETWEEN 300 AND 400 MEMBERS, WITH OVER 150 FROM UPTON, MOST OF THE COMMITTEE ARE FROM UPTON, WE HAVE OAPS, JUNIORS, DISABLED, AND BOTH MALE AND FEMALE, ~~RECREATION~~ MEMBERS.

Is this a new project or an existing/recurring project?

- ☐ New
- ☒ Recurring

If recurring, please provide details: OUR OLD BOAT IS NOT WATER TIGHT.

Section 4: Funding Request

Total Cost of Project: £ OVER £2000 WITH THE COST OF A NEW BATTERY, INCLUDED

Amount Requested from the Parish Council: £ ANY AMOUNT THAT YOU WILL GIVE, BECAUSE
(Maximum £500 unless exceptional circumstances apply) WE ALSO HAVE A LOT MORE COSTS

Please provide a breakdown of costs:

FOR THIS AND OTHER PROJECTS IN AND AROUND
THE LAKE.

- * £1899.00 FOR BOAT PLUS OVER £200 FOR A BATTERY.
- * WE ALSO HAVE TO BUY A CUTTER FOR THE HEDGES, A NEW ABRATOR AND CABLES.
- * MATERIALS TO RESURFACE BOTH THE PATHS AND CARPARK. EVEN THOUGH THEY ARE WMD. BUT WE NEED TO MAKE THEM MORE DISABLED FRIENDLY

Section 5: Match Funding and Contributions

Will your organisation contribute to the project?

☒ Yes

☐ No

If yes, how much? £ ANY AMOUNT THAT IS STILL OUTSTANDING

Have you applied for or secured funding from other sources?

☐ Yes

☒ No

If yes, please provide details:

Section 6: Financial Information

Current Balance of Organisation's Bank Account: £ _____

Please confirm you have provided the following (tick all that apply):

☒ Constitution or governing document

☒ Bank statement in organisation's name (dated within last 3 months)

☒ Most recent financial information (accounts or summary)

☒ Public liability insurance

☒ Quotes/estimates for project costs

Section 7: Project Timing

Proposed Start Date: WE WILL USE BOAT AS SOON AS POSSIBLE

Proposed End Date: _____

Section 8: Retrospective Applications (if applicable)

Has this project already taken place?

☐ Yes☒ No

If yes, please explain:

Why the project was urgent:

Your organisation's financial position at the time:

Section 9: Declaration

I confirm that:

- The information provided in this application is accurate
- The grant will be used solely for the purpose described
- Any unspent funds will be returned to the Parish Council
- Evidence of expenditure and a report will be provided if funding is awarded
- The Parish Council will be acknowledged in any related publicity

Name: _____

Position: SECRETARY

Signed: _____

Date: 28/6/26

UPTON & NORTH ELMSALL PARISH COUNCIL

BUSINESS CONTINUITY PLAN

Name	Upton & North Elmsall Parish Council
Address	The Village Hall, Harewood Lane, Upton, Pontefract, West Yorkshire, WF9 1JB
Contact telephone	01977 643283 / 01977 645351
Email	clerk@uptonandnorthelmsall-pc.gov.uk
Website	www.uptonandnorthelmsall-pc.gov.uk
Prepared by	Parish Clerk & RFO

Business Continuity Management is: a planning process for local authorities to help reduce the impact of disruptions and emergencies that could threaten the Council's ability to operate, deliver essential functions and recover afterwards.

This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions, enabling the Council to continue essential services and recover as quickly as reasonably practicable afterwards.

Important governance note: This Plan must be read alongside the Council's Standing Orders, Financial Regulations, Scheme of Delegation, Risk Management Policy, Risk Register, Financial Internal Controls Policy, Information and Data Protection Policy, Data Audit and Information Asset Register, Data Retention and Disposal Policy, IT Policy, Employee Handbook and any relevant service-specific procedures. It does not override any statutory requirement, matter reserved to Full Council, financial control, employment requirement, audit requirement, health and safety requirement or data protection obligation.

Copies and confidential information: A working copy of this Plan may be held by the Clerk/RFO and the Chair of Council, with secure handover to the incoming Chair when the Chair changes. Confidential appendices containing personal contact details, supplier account details, banking information, system access arrangements, insurance details and security-sensitive information must be maintained separately and accessed only where necessary for an authorised Council purpose. Live passwords, PINs and individual account credentials must not be included in the public/adopted Plan.

Emergency access: Any sealed emergency access record held by the Chair must only be opened in a genuine emergency where the Clerk/RFO is unavailable and access is necessary to protect the Council's services, records, systems, assets, finances or legal position. Access must be logged and reported to Council as appropriate. Personal user passwords must not be shared.

1. PURPOSE, SCOPE AND GOVERNANCE PRINCIPLES

- The Council is a corporate body. Decisions must be taken by Full Council, a duly authorised Committee, or an Officer acting within delegated authority.
- The Clerk is the Proper Officer and RFO and is responsible for day-to-day administration, operational management and financial administration within the Council's governance framework.
- In an emergency, subject to matters reserved to Full Council, the Clerk/RFO may take necessary action to protect the Council's interests, assets, services, staff or reputation in accordance with the Scheme of Delegation and Financial Regulations.

- Individual councillors, working groups or liaison groups may not issue instructions, place orders, direct staff, inspect land or premises, or act on behalf of the Council unless duly authorised.
- The Chair may be consulted and may support continuity arrangements, but the Chair does not individually manage staff, finances, records, contractors, premises or services unless expressly authorised.
- Matters reserved to Full Council, including adoption/amendment of policies, final budget, precept, AGAR, borrowing and auditor recommendations, must be referred to Full Council.

2. LINK TO RISK MANAGEMENT AND INTERNAL CONTROL

This Plan forms part of the Council's wider risk management and internal control framework. It supports the controls identified in the Risk Register and the Council's adopted Risk Management Policy and Financial Internal Controls Policy.

Risk area	Relevant continuity issue	BCP response
Financial controls	Single authorisation, payment disruption, budget overspend or loss of banking access.	Preserve authorisation, verification, dual authorisation where available, budget monitoring and audit trail requirements.
Governance	Decisions outside Council authority or misuse of delegated powers.	Clarify roles, limits of Chair/councillors, Clerk/RFO authority and when matters must return to Council.
Operational	Contractor failure, supplier failure or service disruption.	Maintain supplier lists, identify alternative suppliers and prioritise essential services.
Health and safety	Injury on Council land, unsafe premises, unsafe assets or contamination.	Allow temporary closure/restriction, urgent inspections, evidence retention and contractor/specialist attendance.
IT and data	Cyber incident, data breach, loss of systems or loss of records.	Use secure systems, cloud storage, access controls, IT support, breach procedure and emergency access controls.
Business continuity	Loss of Clerk/key officer or loss of critical knowledge.	Maintain documented procedures, handover arrangements, locum support routes and confidential appendices.
Reputation	Poor communication or social media misuse.	Use factual, authorised, neutral communications and preserve confidentiality.

3. PLANNING ACTIONS

Loss or disruption to the Council:

Loss	Disruption	Action
Staff	Key staff are off work due to short-term sickness or other absence.	The Clerk will prioritise statutory, financial, health and safety and urgent operational work; redistribute or defer non-urgent work; and arrange appropriate staff cover where practicable. Staff absence will be managed in accordance with the Employee Handbook and Council policies. If the absence relates to the Clerk, the Clerk will notify the Chair of

Loss	Disruption	Action
		the Employment & Staffing Committee, or Vice-Chair if the Chair is unavailable, as soon as reasonably practicable for business continuity purposes.
Staff	Long-term absence of key staff.	The Employment & Staffing Committee will be informed where appropriate. Temporary or locum support may be sought via YLCA, SLCC or other suitable sector/professional sources. Any temporary arrangements must be authorised in accordance with Standing Orders, Financial Regulations, the Scheme of Delegation and employment requirements.
Staff	Threat of widespread sickness, pandemic or other event reducing staff availability.	Homeworking will be used where possible. Workloads will be prioritised by risk and statutory deadline. Non-essential meetings, services or bookings may be postponed where necessary. The website, noticeboards and social media may be used to provide factual service updates.
Staff	Workstation/homeworking arrangements are required.	Homeworking equipment and access will be provided where practicable. Staff must follow the IT Policy, Data Protection requirements and confidentiality obligations. Display Screen Equipment/workstation risk assessments should be completed for regular homeworking.
Staff	The Clerk/RFO resigns, dies, is incapacitated or is otherwise unavailable for a prolonged period.	The matter must be referred to Full Council and/or the Employment & Staffing Committee as appropriate. Recruitment records and template packs are to be held securely in Council records, not personally by an individual councillor. YLCA/SLCC advice and locum Clerk/RFO support should be considered. The Chair may assist with continuity only within lawful authority; the Chair does not individually manage staff, finances or Council services.
IT and Data	IT equipment is damaged, lost, stolen or unavailable.	Council records should be stored securely in Microsoft 365/SharePoint/OneDrive or other approved Council storage so they can be accessed from authorised devices. The Council's IT support provider should be contacted. Lost or stolen devices must be reported immediately and assessed for data breach risk.
IT and Data	Rialtas, Microsoft 365, email, website, online banking or other key system is unavailable.	The Clerk/RFO will contact the relevant provider/support service and maintain temporary records until systems are restored. Priority systems are email, SharePoint/records, Rialtas/accounting, payroll, online banking, website/social media and telephone/internet. Significant issues should be reported to the Chair and Council where appropriate.

Loss	Disruption	Action
IT and Data	Cyber incident, suspected unauthorised access, phishing, malware, compromised account or data breach.	Contain the issue; contact IT support; change or secure affected accounts; preserve evidence; assess whether personal data is affected; follow the Council's data breach procedure; record the incident; and notify the ICO, insurer, affected individuals or other bodies where required.
Building(s) staff work from	Inability to access the Council office or Village Hall due to fire, flood, contamination, asbestos concern, utility failure, security issue or other disaster.	Staff will work from home where possible. The Clerk may temporarily close or restrict access to premises or land where safety cannot be assured. Meetings may be moved to an alternative venue if lawful notice can be given. Hirers, contractors, councillors and the public will be notified as appropriate.
Suppliers	A key supplier or contractor ceases trading, fails to deliver, or cannot attend.	The Clerk/RFO will identify alternative suppliers in accordance with Financial Regulations and urgency. Essential services include IT, utilities, payroll, insurance, banking, fire/intruder alarms, CCTV, emergency lighting, play safety, grounds safety, tree works, asbestos/health and safety specialists, waste and cleaning/hygiene services.
Customers / Service Users	Village Hall hirers, allotment tenants, Community Garden users or residents are affected by closure or service disruption.	Affected users will be contacted as soon as practicable. The Clerk will review bookings, tenant/user commitments, refunds or rearrangements where applicable, and publish factual updates through the website, noticeboards and/or social media where appropriate.
Utilities	Gas, electricity, water, telephone or internet is disconnected or fails.	Homeworking will commence where possible. The affected premises may be closed until services are restored and safe. Utility providers/contractors will be contacted. The website, noticeboards and social media will be updated where public access or bookings are affected.
Equipment	Photocopier, printer, scanner or office equipment fails.	Essential work may be scanned, emailed or printed elsewhere using secure arrangements. Non-urgent printing may be deferred. Confidential and personal data must be protected at all times.
Equipment / Building Systems	Fire alarm, intruder alarm, CCTV, emergency lighting, heating, hot water, access control or other safety/security system breaks down.	The relevant maintenance contractor will be contacted urgently. Where safety or security cannot be assured, the Clerk may temporarily close or restrict use of the premises and arrange urgent works in accordance with delegated authority and Financial Regulations.
Finance / Banking	Online banking, bank mandate, payment authorisation or card arrangements are disrupted.	Payroll, HMRC, pension, insurance, utilities, statutory liabilities and urgent health and safety payments will be prioritised. Payments must remain evidenced, authorised and checked in accordance with Financial Regulations and the Financial Internal Controls Policy. Barclays and authorised signatories will be contacted as required.

Loss	Disruption	Action
Finance / RFO	The RFO is unavailable at a key finance, payroll, VAT, audit, AGAR or precept deadline.	The Chair/Vice-Chair should seek urgent advice from YLCA/SLCC and consider locum RFO support. The Council must preserve financial controls. Matters reserved to Full Council, including budget, precept, AGAR and auditor recommendations, must still be referred to Full Council.
Land, Assets and Public Safety	Unsafe tree, damaged play equipment, contamination, asbestos concern, vandalism, storm damage, flood or other site hazard.	The Clerk may isolate, close or restrict access to affected land, buildings, play equipment or assets pending inspection, specialist advice, contractor attendance, insurer advice or Council decision. Evidence should be retained and urgent public communications issued where needed.

4. EMERGENCY CONTACTS

Listed here are the details of key persons that the Council may need to contact to make them aware of an emergency or serious business disruption. Personal contact details are to be held in Confidential Appendices and not published.

Role / Name	Work	Home	Mobile	Personal Email
Chair of Council – Cllr L Taylor	The Village Hall, Harewood Lane, Upton, WF9 1JB; 01977 643283 / 645351; ltaylor@uptonandnorthelmsall-pc.gov.uk	Held in Confidential Appendix A	Held in Confidential Appendix A	Held in Confidential Appendix A
Vice-Chair of Council – Cllr S Spencer	The Village Hall, Harewood Lane, Upton, WF9 1JB; 01977 643283 / 645351; sspencer@uptonandnorthelmsall-pc.gov.uk	Held in Confidential Appendix A	Held in Confidential Appendix A	Held in Confidential Appendix A
Clerk / Proper Officer / RFO - Helen Senior	The Village Hall, Harewood Lane, Upton, WF9 1JB; 01977 643283 / 645351; clerk@uptonandnorthelmsall-pc.gov.uk	Held in Confidential Appendix A	Held in Confidential Appendix A	Held in Confidential Appendix A
Admin & Allotment Manager	The Village Hall, Harewood Lane, Upton, WF9 1JB; 01977 643283 / 645351; admin@uptonandnorthelmsall-pc.gov.uk	Held in Confidential Appendix A	Held in Confidential Appendix A	Held in Confidential Appendix A
Cleaner	The Village Hall, Harewood Lane, Upton, WF9 1JB; 01977 643283 / 645351	Held in Confidential Appendix A	Held in Confidential Appendix A	Held in Confidential Appendix A

5. BUSINESS CONTACTS AND SUPPLIERS

Listed here are key customers, suppliers and professional contacts. Detailed account numbers, personal mobile numbers, contract references and emergency out-of-hours details are to be maintained in Confidential Appendices.

Contract details	Company / Contact	Telephone / Email / Notes
Electricity supplier	E. On Next	All relevant contact and account details can be found in Confidential Appendix E.
Gas supplier	British Gas	All relevant contact and account details can be found in Confidential Appendix E.
Water supplier	Business Stream – Scottish Water	All relevant contact and account details can be found in Confidential Appendix E.
Telephone / Internet supplier	DRD Communications	All relevant contact and account details can be found in Confidential Appendix E.
IT support	Pro-Logic	All relevant contact and account details can be found in Confidential Appendix E.
Website provider	Wakefield Website Designs	All relevant contact and account details can be found in Confidential Appendix E.
Payroll provider	Integra Accounting	All relevant contact and account details can be found in Confidential Appendix E.
Accounting software	Rialtas Business Solutions	All relevant contact and account details can be found in Confidential Appendix E.
Bank	Barclays	All relevant contact and account details can be found in Confidential Appendix C and E.
Insurance	Zurich Municipal	All relevant contact and account details can be found in Confidential Appendix E.
Legal advisers	Levi Solicitors	All relevant contact and account details can be found in Confidential Appendix E.
Security / Fire Safety contractors	ADT / Pegasus Fire	All relevant contact and account details can be found in Confidential Appendix E.
Grounds / Trees / Play Areas / Waste	T & D Contractors / Adam Washington / WMDC / PHS	All relevant contact and account details can be found in Confidential Appendix E.
Village Hall users / allotment tenants / community partners	Held in Council records	Contact via Council systems; personal details protected under data protection policies.
HR support	Peninsula/BrightHR / YLCA / SLCC	All relevant contact and account details can be found in Confidential Appendix E.
Gas / electrical / plumbing / building repairs	Hesketh Gas / Mowbray Electrics / Simon Sullivan Plumbing / Kieran Mitchell Joinery	All relevant contact and account details can be found in Confidential Appendix E.
H&S Support	Peninsula/BrightSAFE	All relevant contact and account details can be found in Confidential Appendix E.
Allotment Advice	National Allotment Society	All relevant contact and account details can be found in Confidential Appendix E.

6. INSURANCE AND BANK DETAILS

The following summary avoids publishing sensitive financial or account information. Full details should be held in Confidential Appendices and checked annually.

Company / Area	Contact name	Telephone / Email	Policy ref / Bank account details
Insurance provider	Zurich Municipal	All relevant contact details can be found in Confidential Appendix E.	All relevant account details can be found in Confidential Appendix E.
Bank	Barclays	All relevant contact details can be found in Confidential Appendix C and E.	All relevant account details can be found in Confidential Appendix C and E.
Internal auditor	Alison Cocliff	All relevant contact details and audit arrangements can be found in Confidential Appendix E.	All relevant contact details and audit arrangements can be found in Confidential Appendix E.
External auditor	PKF Littlejohn	All relevant contact details and audit arrangements can be found in Confidential Appendix E.	All relevant contact details and audit arrangements can be found in Confidential Appendix E.

7. OTHER USEFUL TELEPHONE NUMBERS

Organisation	Contact name	Telephone / notes
YLCA	Member advice / training	All relevant contact details can be found in Confidential Appendix A.
SLCC	Member advice / locum support route	All relevant contact details can be found in Confidential Appendix A.
Wakefield Council	Relevant department depending on issue	All relevant contact details can be found in Confidential Appendix A.
Emergency services	Police / Fire / Ambulance	All relevant contact details can be found in Confidential Appendix A.
Neighbouring councils / clerks	South Elmsall TC / Ackworth PC / South Kirkby & Moorthorpe TC	All relevant contact details can be found in Confidential Appendix A.
ICO	Information Commissioner's Office	All relevant contact details can be found in Confidential Appendix A.
Health and Safety Executive	HSE	All relevant contact details can be found in Confidential Appendix A.

8. FINANCIAL CONTINUITY AND INTERNAL CONTROLS

- Financial controls remain in force during a business continuity incident.
- The Clerk/RFO is responsible for day-to-day financial administration, accounting records, financial reporting and compliance with Financial Regulations.
- Essential payments should be prioritised in the following order: payroll, HMRC, pension, insurance, utilities, statutory liabilities, urgent health and safety/public safety works, contractual obligations and approved regular payments.
- Payments must be evidenced, checked and authorised in accordance with Financial Regulations and the Financial Internal Controls Policy.

- Dual online authorisation should be used where the banking system permits. No person may authorise a payment to themselves.
- Bank reconciliations should continue to be prepared monthly and independently verified quarterly and at year end in accordance with the Council's arrangements.
- Emergency expenditure must be recorded and reported to the Chair and to Council or the relevant Committee as soon as practicable.
- Temporary records must be kept where Rialtas, online banking or Council files are unavailable and reconciled once systems are restored.

9. RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
Computer records / data and location	Council records are held in Council-controlled systems including Microsoft 365/SharePoint/OneDrive and other approved systems. Access must be role-based, secure and capable of being restored by authorised administrative routes. Temporary records created during an incident must be transferred into official Council records as soon as practicable.
Data Audit and Information Asset Register	The Information Asset Register identifies what personal data is held, why it is held, where it is stored, who has access, retention periods and security controls. Confidential appendices should mirror the key systems and records identified in the register.
Diary / calendar	Council diary, meeting dates, booking information and statutory deadlines should be held in Council systems capable of remote access by authorised users. Where unavailable, temporary diary records should be kept and reconciled when systems return.
Financial records	Rialtas, cashbooks, invoices, payroll, VAT, bank statements, bank reconciliations, AGAR, audit and budget records are critical records. Financial records should be backed up or securely cloud-stored, with access arrangements that allow continuity during staff absence or departure.
Critical paper records / information and location	Title deeds, leases, land registry documents, contracts, insurance records, employment records, legal correspondence, signed minutes and other critical paper records should be held securely at the Council office or other authorised secure storage. Their location should be listed in Confidential Appendix D.
Passwords and credentials	Personal passwords must not be shared. Administrative credentials and emergency access arrangements must be stored securely and only accessible to authorised persons. Any sealed emergency access record held by the Chair must only be opened in a genuine emergency and must be logged and reported.
Keys / fobs / access control	Spare keys and fobs should be controlled, recorded and kept securely. Keyholder lists should be held in Confidential Appendix D. Lost keys/fobs must be reported and risk-assessed promptly.
Records subject to live matters	Records relevant to litigation, investigation, audit, insurance claims, complaints, employment matters, health and safety incidents or data breaches must not be destroyed until the matter has concluded.

Copy of essential information: A copy of this Plan may be held by the Clerk/RFO and Chair. Confidential appendices must be controlled separately. No councillor or member of staff should access confidential appendices unless authorised and necessary for a lawful Council purpose.

10. RECOVERY - KEY EQUIPMENT NEEDED

Essential Equipment	Notes
Critical IT records and data, including personnel records	Stored securely in Council-approved systems; access and recovery routes in Confidential Appendix B.
Council laptop(s), mobile phone(s), charger(s) and peripherals	Used for remote working, emergency communications and access to Council systems.
Computer software and cloud systems	Microsoft 365/SharePoint/OneDrive, Rialtas, payroll system, website, online banking and other approved systems.
Pension and HMRC data	Required for payroll continuity and statutory submissions.
Banking/payment access equipment	Card readers, secure devices or other tools needed for approved payment release, where applicable.
Key/fob/access control records	Needed to secure buildings and maintain authorised access.
Fire alarm, intruder alarm, CCTV and emergency lighting systems	Essential to premises safety and security. Contractors should be contacted urgently where systems fail.
Emergency signage, barriers, PPE and basic safety equipment	May be needed to close, isolate or restrict unsafe areas pending inspection or repair.
Insurance, legal, land, contract and employment records	Essential paper/electronic records required to protect Council position and support claims/advice.

11. RECOVERY ACTIONS

Recovery Actions	Responsible person / notes
Make the immediate area safe and protect life, health and safety.	Clerk/Proper Officer or, if unavailable, Chair/Vice-Chair within lawful authority. Emergency services/contractors where required.
Activate Business Continuity Plan.	Clerk/Proper Officer. If Clerk unavailable, Chair or Vice-Chair may initiate urgent continuity steps and seek professional/sector advice.
Open and maintain incident/recovery log.	Clerk/Proper Officer/RFO or person coordinating response.
Advise Chair and Vice-Chair.	Clerk, unless Clerk unavailable.
Advise all councillors where the incident affects meetings, decisions, services, finance, legal/risk exposure or public communications.	Clerk/Proper Officer; Chair may assist with communication where appropriate.
Inform and allocate actions to staff.	Clerk as line manager; where Clerk unavailable, urgent actions should be limited to continuity and lawful authority.
Inform key suppliers, contractors, hirers, tenants, users and customers and provide a realistic recovery timescale where possible.	Clerk/staff within role.
Activate alternative suppliers, premises, equipment or systems where required.	Clerk/RFO in accordance with Financial Regulations and Scheme of Delegation.
Review diary, bookings, meeting dates, statutory notices, customer commitments and key deadlines.	Clerk/Proper Officer.

Recovery Actions	Responsible person / notes
Prioritise essential payments, payroll, HMRC, pension, utilities, insurance and urgent safety expenditure.	Clerk/RFO and authorised signatories in accordance with Financial Regulations and Financial Internal Controls Policy.
Advise insurance provider where an incident may result in claim, liability, loss, legal issue, cyber/data incident or insured risk.	Clerk/RFO. Preserve evidence and avoid admissions of liability.
Seek legal, financial, employment, health and safety, data protection or sector advice where required.	Clerk/RFO; Chair/Full Council involvement where required by risk, cost, policy or authority.
Publish factual updates on website/social media/noticeboards where public access, bookings, safety or meetings are affected.	Clerk. Chair/Vice-Chair may issue urgent holding messages only if Clerk unavailable and necessary.
Arrange extraordinary Council or Committee meeting where a decision is needed and cannot wait.	Clerk/Proper Officer in accordance with Standing Orders.
Report delegated/emergency action to Council or relevant Committee as soon as practicable.	Clerk/RFO.
Complete post-incident review and update Plan/appendices/risk assessments as required.	Clerk/RFO; Council approval where policy changes are required.

12. KEY DATES / DEADLINES TO PROTECT

Area	Usual timing / deadline	Continuity note
Staff payroll	Last day of each month, subject to payroll provider timetable	Payroll is a critical function and should be prioritised.
PAYE / HMRC / pension submissions	Monthly / provider timetable	Ensure payroll records, bank payments and submissions remain in order.
VAT returns	Quarterly / in line with Council VAT arrangements	Maintain invoice and VAT records even during disruption.
Bank reconciliations	Monthly preparation and quarterly/year-end member verification	Ensure records and statements are preserved.
Budget preparation	Initial draft usually by October; final budget/precept by Council timescale	Full Council must approve final budget and precept.
Precept submission	By Wakefield Council deadline	Full Council decision required.
Insurance renewal	Usually 1 June; confirm current policy year annually	Renewal documents and claims contacts to be kept in Confidential Appendix E.
Internal audit	Before AGAR approval where practicable	Preserve accounting and governance records.
AGAR approval and publication	In accordance with statutory annual timetable	Full Council approval required.
Exercise of public rights	In accordance with statutory annual timetable	Website/publication access must be maintained.
Annual Meeting of Council	May each year	Statutory/governance agenda items should be prioritised.

Area	Usual timing / deadline	Continuity note
Policy reviews	Annually or as required	BCP review annually or after significant incident/change.

13. COMMUNICATIONS DURING A DISRUPTION

- Communications must be accurate, factual, proportionate, lawful and politically neutral.
- The Clerk is the normal lead officer for official Council communications, including website updates, Facebook/social media, press enquiries, resident notices, hirer updates and tenant/user communications.
- Where the Clerk is unavailable, the Chair or Vice-Chair may issue or authorise urgent holding messages only where necessary to protect safety, maintain essential information or preserve the Council's position.
- No confidential information, personal data, legal advice, insurance-sensitive information, commercially sensitive information or information likely to prejudice the Council's position should be published.
- Press and media enquiries should be handled in accordance with the Council's Press and Media Protocol / Communications Policy.

14. DATA PROTECTION, RECORDS AND INFORMATION SECURITY

- The Council as a corporate body has ultimate responsibility for data protection compliance, with day-to-day responsibility delegated to the Clerk.
- Personal data and confidential records must remain protected during any incident or disruption.
- Council business should be conducted through Council-controlled systems and Council email accounts wherever possible.
- Portable devices must be kept secure and protected by PIN/password/encryption where appropriate. Lost or stolen devices must be reported promptly.
- Administrative credentials must be stored securely and accessed only by authorised persons. Access must be logged and auditable.
- Paper records removed from Council premises during an incident must be kept secure, recorded and returned or securely disposed of when no longer required.
- Any suspected data breach, lost device, misdirected email, unauthorised disclosure or compromised account must be reported to the Clerk as soon as possible.
- The Clerk will record the facts of any suspected breach, assess risk, take remedial action and notify the ICO/affected individuals where required.
- Records must be retained and disposed of in accordance with the Council's Data Retention and Disposal Policy. Records linked to live claims, audits, investigations, legal matters or complaints must not be destroyed until the matter has concluded.

15. CONFIDENTIAL APPENDICES

The following appendices should be maintained separately from the public/adopted Plan because they may contain personal data, account information, security information, emergency access arrangements or commercially sensitive details.

Appendix	Title	Contents
A	Emergency Contact List	Internal Council contacts, emergency services, public authorities, Wakefield Council contacts, YLCA/SLCC, neighbouring councils, ICO/HSE and urgent professional escalation contacts.

Appendix	Title	Contents
B	Key Systems, Emergency Access and Data Security Checklist	Critical IT/digital systems, Microsoft 365, email, SharePoint/OneDrive, Rialtas, online banking, website CMS, Facebook/social media, Council mobile phone, CCTV, system recovery routes; Sealed emergency admin/access record held and accessed in accordance with the IT Policy, no personal passwords, access logged and reported; and data security incident checklist.
C	Finance Continuity Checklist	Bank accounts, signatories, payment approval process, payroll, pension contacts, Rialtas, VAT, audit, AGAR, precept, direct debits, standing orders and key finance deadlines.
D	Premises, Assets, Keys and Records Checklist	Village Hall, allotments, Community Garden, play areas, open spaces, bins, equipment, alarms, CCTV, keys, fobs, utilities, inspections and location of critical records.
E	Supplier and Contractor List	Essential contractors and suppliers, account/contact details, contract terms, renewal dates, out-of-hours routes and alternative supplier options.

16. RECOVERY LOG

Below is a record of all events, actions and decisions taken by the Clerk/Proper Officer/RFO or other person coordinating the Council's response.

Date / Time	Action	Action By	Authority / Decision Record	Complete

17. POST-INCIDENT REVIEW

Review question	Notes
What happened?	
What immediate action was taken?	
What delegated/emergency authority was used?	
What costs were incurred?	
Were insurers, legal advisers, IT support, ICO, HSE or other bodies notified?	
What worked well?	
What did not work well?	
Does the Risk Register need updating?	

Review question	Notes
Do policies, procedures, supplier lists or confidential appendices need updating?	
Does Council or a Committee need to make any further decision?	

18. ADDITIONAL NOTES

19. ADOPTION AND REVIEW

Adopted by Council	Date:
Minute reference	
Review date	July 2027 or earlier if required
Signed by Chair	
Signed by Proper Officer	

Model source note: This document has been prepared using the structure of the YLCA Business Continuity Plan model template, September 2022, adapted for Upton & North Elmsall Parish Council and aligned to the Council's current governance and policy documents.

Events Committee Terms of Reference

Purpose of the Committee

The Events Committee is established to plan, prepare, deliver, oversee and review Council events, community activities and related public engagement initiatives.

The Committee supports the effective, safe, lawful and cost-effective delivery of events for the benefit of the local community, ensuring that events are properly planned, appropriately risk assessed, suitably resourced and delivered in accordance with Council policies, health and safety requirements, safeguarding requirements, insurance requirements, Financial Regulations and good practice.

The Committee shall have delegated authority to make decisions relating to the planning, preparation, delivery and review of Council events, subject to the approved Council budget, the Council's Financial Regulations, Standing Orders and any matters reserved to Full Council.

Membership

- The Committee shall comprise five (5) Councillors, appointed annually by the Full Council.
- Membership shall be appointed at the Annual Meeting of the Council, or at the meeting at which the Committee is established.
- The Committee shall elect a Chair and Vice-Chair from among its Councillor members at its first meeting following the Annual Meeting of the Council, or at its first meeting following establishment.
- In the absence of both the Chair and Vice-Chair at any subsequent meeting, the Committee shall appoint a Chair for that meeting only.
- The Parish Clerk/RFO and/or other Officers may attend meetings to provide advice, administrative support and operational updates.
- Volunteers, community group representatives, contractors, service providers, partner organisations or specialist advisers may be invited to attend meetings in an advisory, non-voting capacity where appropriate.
- Non-Councillor representatives and invited participants shall not have voting rights and shall not count towards the quorum.

Quorum

The quorum shall be three (3) Councillor members. No business shall be transacted unless a quorum is present.

Frequency of Meetings

The Committee shall meet as and when required to fulfil its duties, including more frequently in the lead-up to events where necessary.

Role and Responsibilities

The Events Committee shall:

- Plan, prepare, deliver and review Council events and community activities.
- Agree the Council's programme of events and associated arrangements where these fall within the Committee's delegated budget and Terms of Reference.
- Make decisions relating to the format, date, time, location, scale, content and delivery of Council events.

Adopted On:

- Approve, amend, postpone or cancel events where required, subject to budget provision, operational considerations, safety requirements and the Council's Financial Regulations.
- Oversee arrangements for bookings, ticketing, attendance, publicity, volunteers, contractors, suppliers, community partners and other event-related matters.
- Agree ticket prices, concessions, refunds, booking conditions and event income arrangements where appropriate.
- Promote community involvement and engagement in Council events.
- Receive reports from Officers relating to event planning, delivery, expenditure, risks, incidents, feedback and outcomes.
- Review completed events and identify improvements for future events.
- Make recommendations to Full Council where an event or activity falls outside the Committee's delegated authority, requires additional funding, creates a significant new commitment, or requires a policy decision by Full Council.

Delegation to the Parish Clerk/RFO and Officers

To support the effective and timely delivery of events, the Parish Clerk/RFO shall have delegated operational authority to progress, arrange and implement events which have been approved by the Events Committee or Full Council, within the approved Events budget and in accordance with the Council's Financial Regulations.

The Parish Clerk/RFO shall have delegated authority to:

- Implement decisions made by the Events Committee or Full Council in relation to events and community activities.
- Make routine operational decisions required for the planning, preparation and delivery of approved events.
- Incur expenditure from the approved Events budget where the expenditure relates to an approved event, agreed event activity, or routine event preparation, and complies with Financial Regulations.
- Obtain quotes, place orders, confirm bookings, appoint suppliers and arrange event-related goods, services, materials, permissions, publicity and operational requirements.
- Approve and pay deposits, booking fees, hire charges and other event-related payments where required to secure arrangements for approved events, subject to budget provision and Financial Regulations.
- Make minor operational changes to event arrangements where necessary for the effective delivery of an approved event.
- Prepare and implement event management plans, risk assessments, volunteer briefings, safeguarding arrangements, emergency procedures and other operational event documents.
- Liaise with insurers, contractors, emergency services, local authorities, landowners, transport providers, community groups and other relevant parties regarding event arrangements.
- Accept or arrange small donations, contributions, sponsorship or in-kind support for approved events, provided that these do not create an additional financial commitment, ongoing obligation, conflict of interest or reputational risk for the Council.
- Make urgent operational decisions required for safety, compliance, weather, contractor availability, transport disruption, cancellation, postponement or other time-sensitive event matters, in consultation with the Chair of the Committee where practicable.
- Maintain appropriate records of bookings, expenditure, permissions, risk assessments, volunteer arrangements, incidents and event decisions.
- Report event expenditure, decisions and significant operational matters to the Committee through the Council's normal reporting arrangements.

Last Reviewed:

The Parish Clerk/RFO may proceed without further approval from the Committee or Full Council for routine operational arrangements, purchases, bookings or minor amendments where the event has been approved, budget provision exists, and the expenditure is within the scope of this delegation and the Council's Financial Regulations.

Health, Safety, Safeguarding and Compliance

The Committee shall:

- Oversee health, safety, safeguarding and compliance arrangements for Council events.
- Ensure that appropriate event management arrangements, risk assessments, insurance checks, permissions, licences and consents are in place where required.
- Ensure that contractors, providers, entertainers, stallholders and other third parties provide appropriate evidence of insurance, licences, qualifications, risk assessments, safeguarding arrangements or other documentation where necessary.
- Ensure that first aid, emergency arrangements, fire safety, crowd management, lost child procedures, volunteer briefings and site arrangements are considered where relevant.
- Receive reports on accidents, incidents, near misses, complaints, safeguarding concerns, cancellations or significant issues arising from events.
- Recommend or approve appropriate remedial action where required, subject to delegated authority, budget provision and the Council's Financial Regulations.
- Ensure that matters creating significant legal, financial, safeguarding, health and safety, insurance or reputational risk are referred to Full Council unless urgent action is required under the Parish Clerk's delegated powers.

Financial Delegation

The Committee shall:

- Be responsible for the Events budget and any other event-related budgets delegated by Full Council in accordance with the approved Council budget.
- Authorise expenditure within its delegated budget and Terms of Reference, in accordance with the Council's Financial Regulations.
- Allocate event-specific budgets from within the approved Events budget.
- Approve quotes, bookings, purchases, contracts, hire arrangements and services relating to events, provided that budget provision exists and the expenditure complies with Financial Regulations.
- Agree arrangements for ticket income, donations, sponsorship, stallholder fees, booking fees, refunds, cancellation costs or other event income and expenditure where appropriate.
- Identify potential grant funding opportunities and approve applications where these relate to events within the Committee's remit, provided that no additional unapproved Council expenditure, match funding, ongoing obligation or significant administrative burden is created.
- Make recommendations to Full Council where additional funding, use of reserves, match funding or a significant ongoing commitment would be required.
- Receive budget monitoring information for the Committee's areas of responsibility and ensure that the Committee does not exceed its overall delegated budget.
- Submit budget requirements and recommendations as part of the Council's budget-setting process.

Matters Reserved to Full Council

The Committee shall not make final decisions on:

Adopted On:

- The setting of the annual Events budget.
- Any expenditure above the Committee's delegated budget or outside the approved Events budget.
- Any use of earmarked reserves not already approved by Full Council.
- Any event, project or activity requiring additional unbudgeted funding from Full Council.
- Any event or activity which creates a significant ongoing financial, legal, contractual, staffing, safeguarding, health and safety, insurance or reputational commitment for the Council.
- Any long-term contract, service level agreement or partnership arrangement which extends beyond the delivery of a specific event unless previously authorised by Full Council.
- Any permanent change to Council services, assets, land or facilities.
- The adoption or amendment of Council policies.
- Any matter which falls outside the Committee's Terms of Reference or is reserved to Full Council by law, Standing Orders, Financial Regulations or this Scheme of Delegation.

Reporting

- The Committee shall report its findings, observations, decisions and recommendations to Full Council through minutes and reports.
- Minutes of the Committee shall be approved by the Committee and reported to the next appropriate meeting of Full Council.
- Where a Committee decision is made under delegated authority, the minutes shall record the decision as a resolution of the Committee.
- Where the Committee makes a recommendation to Full Council, the minutes shall clearly record the matter as a recommendation and the item shall be referred to the next appropriate Council meeting for decision.
- Any remaining Committee budget at the end of the financial year shall not be carried forward unless expressly approved by Full Council.
- If the Committee requires additional funds during the financial year, it shall make a recommendation to Full Council with a breakdown of the additional funding required.

Sub-Committees and Working Groups

The Committee may establish sub-committees or working groups where required, including working groups for individual events. Any such sub-committee or working group:

- Shall consist of members appointed by the Committee.
- May include Councillors, Officers, volunteers, community representatives, partner organisations or specialist advisers where appropriate.
- Shall operate within terms of reference or instructions approved by the Committee.
- May not exceed the responsibilities or authority delegated to the Committee.
- Shall report back to the Committee with findings, observations or recommendations.
- Shall have no delegated decision-making authority unless expressly authorised by the Committee and permitted within the Committee's own delegated authority.
- Shall have no authority to incur expenditure unless expressly authorised by the Committee or through the Parish Clerk/RFO's delegated operational authority.

Review of Terms of Reference

These Terms of Reference shall be reviewed annually by Full Council at the Annual Meeting, or earlier if required.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 21st July 2026

SCHOOL STREET ALLOTMENT SITE – PROPOSED PUBLIC CONSULTATION

Purpose of Report

To provide members with options for conducting a public consultation regarding the future use and development of School Street Allotments and to identify the legal, practical and governance considerations that should be taken into account.

Background

School Street Allotments is currently closed and the allotment plots are not presently occupied. The site has previously been identified for redevelopment, potentially allowing the number and quality of plots to be improved.

Following the discovery of asbestos-containing material at the site, the Council considered the likely cost of removal and resolved that no further expenditure should be committed at this stage. It was agreed that a public consultation should first be undertaken to help inform the Council's decision regarding the future of the site.

The consultation would allow the Council to assess:

- current and potential demand for allotment plots;
- residents' preferred future use of the site;
- which facilities would be important if the allotments were redeveloped;
- views on possible community-growing or mixed-use options; and
- any other suggestions or concerns regarding the site.

The consultation would be advisory. The final decision would remain with the Council and would need to take account of legal requirements, affordability, site conditions and the Council's wider responsibilities.

Legal Position

Before any final decision is taken, the Council should establish whether School Street Allotments is held as statutory allotment land.

Statutory allotment land is generally land purchased or formally appropriated by a local authority specifically for allotment use. Under section 8 of the Allotments Act 1925, statutory allotment land cannot be sold, leased, appropriated or used for another purpose without the consent of the Secretary of State. Government guidance confirms that disposal includes an intended change of use.

If the Council ultimately considers ending or materially changing the allotment use, it would be expected to demonstrate that:

- the site is not necessary and is surplus to requirements;
- allotment waiting lists across the Council's area have been considered;
- the availability of allotment plots has been actively promoted;
- the National Allotment Society has been consulted; and
- relevant local and neighbourhood planning policies have been considered.

The Government's guidance states that there is no specific requirement within the allotment disposal process to consult allotment holders, although doing so is considered good practice. There is nevertheless a specific expectation that the National Allotment Society will be consulted where disposal or a change of use is being considered.

The public consultation proposed in this report would not itself provide authority to change the use of the site and would not replace any statutory consent, planning permission or other approval that may subsequently be required.

Principles of the Consultation

To ensure that the consultation is fair and meaningful, it should:

- take place before members have reached a final decision;
- explain the site's current condition and why its future is being reviewed;
- provide sufficient information about the realistic options;
- avoid presenting any particular option as already agreed;
- give residents adequate time and accessible ways to respond;
- invite alternative suggestions;
- record and analyse the responses fairly; and
- ensure that the consultation responses are presented to members before a final decision is made.

The consultation documentation should explain that it is not a referendum and that the Council may not necessarily adopt the option receiving the highest number of responses. The Council must also consider affordability, legal requirements, demand for allotments, environmental matters and the suitability of the land.

Consultation Method Options

Option 1 – Online and Paper Questionnaire

A questionnaire could be published on the Council's website, with paper copies available from the Council office.

The consultation could be publicised through:

- the Council website;
- the Council's Facebook page;
- parish noticeboards;
- posters at the Village Hall and other community venues;
- direct contact with people on the allotment waiting list; and
- a letter or leaflet to properties immediately surrounding the site.

Advantages

- Simple and relatively inexpensive.
- Responses can be collated easily.
- Allows residents to respond at a convenient time.
- Provides written evidence of residents' views.

Disadvantages

- Some residents may not fully understand the site constraints or possible options.
- Limited opportunity for residents to ask questions.
- Online publicity may not reach everyone.

Option 2 – Questionnaire and Public Drop-in Session

This would include everything contained in Option 1, together with a public drop-in session at the Village Hall.

The drop-in could display:

- a plan and photographs of the site;
- a summary of its current condition;
- details of the asbestos issue;
- possible options for future use;
- indicative information about the work required, where available; and
- consultation forms for completion.

Members and officers would attend to explain the background and answer factual questions.

Advantages

- Provides both written responses and face-to-face engagement.
- Allows questions and misunderstandings to be addressed.
- Likely to attract a broader range of views.
- Demonstrates a meaningful consultation process.

Disadvantages

- Requires additional officer and member time.
- A suitable date and time would need to be arranged.
- Verbal comments must be recorded consistently.

Possible Consultation Options for the Site

Members will need to determine which realistic options should be included. These could include:

- Option A – Redevelop the site as traditional allotments
This could involve asbestos remediation, clearance, improved plot layouts, water provision, access arrangements and potentially creating additional or more manageable plots.
- Option B – Develop the site as a community-growing space
This could include communal raised beds, an orchard, shared growing areas or a community gardening project rather than individually tenanted plots.
This option may still constitute a change from statutory allotment use and should not be implemented without first confirming the legal position.
- Option C – Mixed allotment and community use
Part of the site could be retained for individual allotment plots, with another area used for shared growing, accessible beds, wildlife planting or community activities.
The legal implications would depend upon the proposed layout and use.
- Option D – Consider another appropriate community use
Residents could be invited to suggest another community use for the land. Any suggestions would remain subject to feasibility, planning, legal restrictions, cost and the Council's powers.
- Option E – Retain the site in its present closed condition pending a future review
This would avoid immediate expenditure but would not provide a long-term solution and the Council would remain responsible for securing and managing the land.

Members do not have to include every option. Options should only be presented where the Council would genuinely be prepared to consider them.

Suggested Consultation Questions

The questionnaire could ask:

- Do you live within the parish?
- What is your connection to the site or local area?
- Would you be interested in renting an allotment plot at School Street if the site were redeveloped?
- Would you require a full-sized, smaller or accessible raised plot?
- Which of the proposed future-use options would you support?

- Which facilities would be most important, for example water, accessible paths, secure fencing, communal areas or raised beds?
- Would you be interested in volunteering or participating in a community-growing project?
- Are there any other uses or improvements that the Council should consider?
- Are there any accessibility or equality matters that the Council should take into account?

Proposed Timescale

A consultation period of six weeks is recommended.

A possible process would be:

- Week 1: Consultation launched and notices distributed.
- Weeks 1–6: Online and paper questionnaires available.
- Week 3 or 4: Public drop-in session held at the Village Hall.
- End of Week 6: Consultation closes.
- Following month: Responses analysed and reported to the Council.
- Subsequent meeting: Council considers the results and determines the next steps.

Financial Implications

The direct cost of the consultation is expected to be limited to printing, postage, publicity and any display costs.

The consultation should not commit the Council to carrying out any particular scheme. Detailed costs, legal requirements and funding options would need to be considered in a further report once members have reviewed the consultation results.

Risks

A consultation that provides insufficient information, appears to favour a predetermined outcome or is not properly considered could undermine public confidence and expose the Council's eventual decision to challenge.

There is also a risk of creating unrealistic public expectations. All consultation material should therefore make clear that:

- no final decision has been made;
- the Council may be unable to implement the most popular option;
- all proposals are subject to legal and technical assessment;
- asbestos remediation may be necessary before the land can be brought back into use; and
- affordability and ongoing maintenance costs will form part of the final decision.

Officer Recommendation

It is recommended that the Council selects Option 2: Questionnaire and Public Drop-in Session, with the consultation remaining open for six weeks.

This approach would be proportionate to the size of the Council and the site while providing residents with both written and face-to-face opportunities to participate.

Before the consultation is launched, the Council should confirm the legal status of the land through its deeds and acquisition records. If non-allotment use is to be included as a genuine option, preliminary advice should also be obtained from the National Allotment Society and, where necessary, the Council's legal adviser.