



UPTON & NORTH ELMSALL PARISH COUNCIL

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

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MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

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

Present: Councillor S Birtles
Councillor E Farmer
Councillor A Miles
Councillor H Owen
Councillor S Pallett
Councillor S Spencer – Vice-Chair
Councillor L Taylor – Chair

Councillor P Atherton and Councillor I Bell – co-opted at Item 55;
present as councillors from Item 56

Helen Senior – Clerk & RFO
Chad Thomas – District Councillor
Five Members of the Public

Absent: Councillor M Hanson
Councillor C Merrington

Public Session

District Councillor Chad Thomas and two members of the public raised concerns regarding the Community Garden and School Street Allotments. Questions were raised regarding asbestos removal, site closures and raised bed allocations.

Members confirmed that these matters would be considered under items 73 and 74 of the Agenda.

53. Apologies and Reasons for Absence

53.1. To receive apologies.

RESOLVED: that apologies for absence from Councillors M Hanson and C Merrington be received.

53.2. To consider approval of the reasons for absence.

RESOLVED: that reasons for absence be approved in respect of Councillors M Hanson and C Merrington.

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.

There were no declarations of interest recorded.

54.2. To consider any applications for dispensation.

There were no applications for dispensation received.

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.

RESOLVED: that the short introductions from candidates for the co-option to the Parish Council be received.

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.

RESOLVED: that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item 55.3.

55.3. To consider the candidates for co-option.

The candidates were considered in private.

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.

RESOLVED: that the public meeting be reconvened and a vote on the appointments of two councillors by co-option be carried out; and that Peter Atherton and Ian Bell be appointed as co-opted members of Upton & North Elmsall Parish Council.

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

Councillors P Atherton and I Bell signed their Declarations of Acceptance of Office and joined the meeting.

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

RESOLVED: that the minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 16th June 2026 be approved as a true record and signed by the Chair, subject to an amendment to include the actual cost of the coaches for the Scarborough Day Trip, totalling £1,860.00.

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

RESOLVED: that the minutes of a meeting of the Allotments Committee, held on Tuesday 23rd June 2026, be received.

58.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 insurance cover for the Scarborough Day Trip, the preliminary outcome of the Legionella Risk Assessment, and an invitation to the Clerk from a neighbouring Council for an informal meeting to discuss funding issues for their Community Hub.

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

Councillor Pallett reported litter and bin-servicing issues near the High Street Post Office.

Councillor Miles welcomed the attendance of the District Councillor and requested that District Councillor updates be included as a standing agenda item.

Councillors Owen and Birtles reported on the recent YLCA Branch meeting.

Councillor Spencer reported progress on the History Group's website.

Councillor Taylor reported attendance at local civic and community events and raised concerns regarding a Yorkshire Water manhole on Parish Council land and matters relating to the Welfare Hall.

60.Financial Matters

60.1. To approve the accounts for payment for July 2026.

RESOLVED: that the accounts for payment for July 2026, totalling £16,628.95 (£14,711.08 plus £1,917.87 VAT), be approved for payment.

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

60.2. 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 £3,265.62 (£2,926.53 plus £339.09 VAT) be received.

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

60.3. To receive the list of payments for June 2026.

RESOLVED: that the list of payments for June 2026, totalling £13,443.68 (£12,392.19 plus £1,051.49 VAT), be received.

A copy of the list of payments for June 2026 is attached at Appendix 3.

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.

RESOLVED: that Helen Senior, the Clerk & RFO of Upton & North Elmsall Parish Council, be nominated for membership of the Local Government Pension Scheme with effect from 1st August 2026, and that all officers employed by the Council in future be deemed to be nominated for membership of the Scheme.

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

RESOLVED: that the electricity provision for the Village Hall be renewed with E.ON Next on a 3-Year Fixed Business Renewable contract at an estimated annual cost of £4,849.03. The new contract is due to begin on 2nd September 2026.

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.

RESOLVED: that the quotation from DK Landscapes for the paving and path works be accepted at a cost of £9,310; that a contingency of up to £2,000 be authorised; and that the total expenditure, capped at £11,310, be funded from General Reserves.

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.

RESOLVED: that the quote from T & D Contractors for the jet washing and remarking of the parking bays outside the Village Hall be approved at a cost of £520.00 plus VAT.

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.

RESOLVED: that the Parish Council's previous resolution to remain with PHS for the rest of the year and then move to Cathedral Hygiene for the Village Hall Hygiene Waste Removal services in January 2027 be reaffirmed.

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

RESOLVED: that the notice boards on the Miners Memorial Garden and on Bell Street are to be replaced, a new notice board is to be purchased and placed on the Rose Estate field, and that St Margaret's Church be approached to request the use of their notice board if they have one, or to seek permission to install a new one on the Church grounds if not; that the Clerk be authorised to obtain

quotations and proceed with the purchases within the Clerk's existing delegated spending authority, with any expenditure exceeding that authority being referred back to Council; and that the expenditure be funded from General Reserves.

67.To consider a Grant Funding Application from Upton A.R.L.F.C.

RESOLVED: that a £2,000.00 grant be provided to Upton A.R.L.F.C. for the funding of their Community Music Festival.

68.To consider a Grant Funding Application from Upton Fishing Club.

RESOLVED: that a £2,000.00 grant be provided to Upton Fishing Club for the funding of a new fishing boat.

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

RESOLVED: that out of the six remaining bat boxes, two are to be placed on the trees at the Recreation Ground, and four are to be placed on the trees at the Miners Memorial Garden; and that T & D Contractors are to be approached for a quote for the installation of 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.

RESOLVED: that the Business Continuity Plan be adopted and that delegated authority be given to the Clerk to review, maintain and update the plan, including all confidential operational appendices, as and when required; and that a safe be purchased within the Clerk's delegated spending authority to store all confidential appendices and keys/codes for the safe be provided to the Clerk, Chair and Vice-Chair for emergency continuity purposes.

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.

RESOLVED: that all members appointed to Committees endeavour to attend all meetings in future and notify the Clerk as soon as possible if they no longer wish to remain a member of a Committee.

Following the conclusion of the item, some members indicated that they wished to reconsider their Committee appointments. It was suggested that a formal review of Committee membership be included on the next Council agenda.

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

RESOLVED: that an Events Committee be established, that the Terms of Reference be approved, and that the following Councillors be appointed to the Committee:

- Councillor P Atherton
- Councillor I Bell
- Councillor S Birtles
- Councillor E Farmer
- Councillor L Taylor

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.

RESOLVED: that a questionnaire and drop-in session, as set out in Option 2, be approved in principle as the preferred consultation method; that the Clerk obtain confirmation of any legal restrictions affecting the land and seek advice from the National Allotment Society regarding any proposed change of use; and that the findings be reported to Council before the consultation is launched.

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

RESOLVED: that all day-to-day operational management of the Community Garden be delegated to the Clerk. This includes determining how the site is organised and divided; allocating, reallocating and managing raised beds and other areas; setting arrangements for access and use; and arranging routine maintenance, grass cutting, waste removal, skip hire and any other operational works considered necessary for the management of the site, within approved budgets and the Clerk's existing delegated spending authority. Any expenditure exceeding that delegated authority, permanent alteration or change of use shall be referred to the Council.

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.

RESOLVED: that the absence of a by-election and the Council's entitlement to co-opt be noted; and that applications be invited from 7th August to 4th September 2026, with the co-option considered at the Council meeting on 15th September 2026.

76.Planning

76.1. To receive and consider any new planning applications.

RESOLVED: that the planning applications be noted. The consultation periods had expired before the meeting; the applications had previously been circulated to Members and, as no comments had been received and no request for an extraordinary meeting had been made, no Parish Council representations had been submitted.

App No	Address	Proposal	Target	Expiry
26/00969/FUL	63 Orchid Crest Upton Pontefract WF9 1NT	Loft conversion with dormers to front and rear	04/08/2026	16/07/2026
25/02047/FUL	Upton Youth Club Waggon Lane Upton Pontefract WF9 1HX	Change of use from Youth Centre (Use Class F2) to 3no. Commercial Units (Use Class E), including access ramp and creating of car parking area to rear	06/08/2026	08/07/2026

76.2. To note any planning decisions received.

RESOLVED: that the following planning decision be received:

App No	Address	Proposal	Decision
26/00881/FUL	22 Malton Road Upton Pontefract WF9 1ET	Single storey extension to side including ramp access	Application Approved

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.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council will be held 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.

RESOLVED: that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item 79.

Suspension of Standing Order

As the meeting had reached the two-hour time limit, it was **RESOLVED** to suspend Standing Order 3(x) to allow the remaining agenda item to be considered.

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

RESOLVED: that the advice provided by Levi Solicitors regarding Green Lane be noted; that no further legal action be taken at this time; and that the Clerk continue to monitor the position and report any material developments to Council.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting at 8:35pm.

APPENDIX 1

Accounts Payable Upton and North Elmsall Parish Council Jul-26

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

APPENDIX 2

Payments Made Under Clerk's Delegated Authority

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

APPENDIX 3

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>
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

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APPENDIX 3

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									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	

APPENDIX 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>
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	

APPENDIX 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>
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	