



UPTON & NORTH ELSALL PARISH COUNCIL

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

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
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To all members of Upton & North
Elmsall Parish Council

Date: 9th September 2026

Dear Councillor,

You are hereby summoned to attend a **Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 15th September 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 15th September 2026 at 6:30pm at the Village Hall

AGENDA

- 80. To elect a Chair of Upton & North Elmsall Parish Council following the resignation of Cllr Louise Taylor.**
- 81. To receive the newly elected Chair's Declaration of Acceptance of Office.**
- 82. Apologies and Reasons for Absence**
 - 82.1. To receive apologies.
 - 82.2. To consider approval of the reasons for absence.
- 83. Declarations of Interest**
 - 83.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 83.2. To consider any applications for dispensation.
- 84. To approve and sign the draft minutes of a Meeting of Upton & North Elmsall Parish Council held on Tuesday 21st July 2026. (A)**
- 85. Co-option of a Parish Councillor**
 - 85.1. To receive short introductions from candidates, limited to a maximum of 3 minutes per candidate.
 - 85.2. 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 85.3 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.
 - 85.3. To consider the candidates for co-option.
 - 85.4. To reconvene the public meeting, vote on the candidates and, if a candidate receives the required majority, resolve to co-opt that candidate to the Council.
 - 85.5. For the successful candidate to sign the Declaration of Acceptance of Office.
- 86. To receive the draft minutes of a meeting of the Finance Committee held on Tuesday 28th July 2026. (C)**
- 87. To receive the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 1st September 2026. (D)**

- 88. To consider approving an increase of £2,000 to the 2026/27 Village Hall General Maintenance budget, funded from General Reserves, as recommended by the Finance Committee. (E)**
- 89. To review and confirm the membership of the Council's Allotments, Finance, Employment & Staffing and Events Committees for the remainder of the 2026/27 municipal year, and to consider any removals and appointments arising from changes in Council membership. (F)**
- 90. To receive verbal updates from District Councillors on matters relevant to Upton and North Elmsall. (For information only.)**
- 91. To receive the Clerk's Update report. (For information only.) (G)**
- 92. To receive verbal updates from Councillors on meetings attended, community activities, or matters of local interest. (For information only.)**
- 93. Financial Matters**
 - 93.1. To note the receipt of the Quarter 1 VAT refund, totalling £4,376.40.**
 - 93.2. To approve the accounts for payment for September 2026. (H)**
 - 93.3. To receive the list of payments made under Clerk's Delegated Authority since the last report. (I)**
 - 93.4. To receive the list of payments for July and August 2026. (J)**
- 94. To receive and note the External Auditor's Report and Certificate for 2025/26 and to consider any actions arising. (K)**
- 95. To review the independence, effectiveness and competence of the Council's internal audit arrangements for 2026/27 and to consider any actions required. (L)**
- 96. To consider the damage to the safety surfacing at School Street Play Area, to determine whether to approve the quotation for repair or explore alternative surfacing options and, if the repair quotation is approved, to approve the £213 shortfall from General Reserves. (M)**
- 97. To receive and consider the transfer documentation relating to the School Street Allotment site, to note the restrictive covenant concerning the use of the land, and to reconsider the scope and arrangements for public consultation regarding the future provision of allotments at the site. (N)**

98. To consider concerns raised regarding the use of the access track to the rear of Harewood Lane, including vehicle parking, the storage of machinery and materials, unauthorised vehicle movements and access arrangements, and to agree any action to be taken. (O)
99. To receive and consider the Legionella Risk Assessment for the Village Hall and to agree actions arising, including the designation of a Responsible Person, appropriate management controls, monitoring, water sampling, training and remedial works. (P)
100. To consider the purchase of two additional folding tables and one double table trolley for the Village Hall at a total cost of £928.22 including VAT. (Q)
101. To authorise the purchase of winter plants and fish, blood and bone fertiliser for the Parish Council's flower tubs up to a total cost of £900, comprising £800 from the Plants budget heading and £100 from the Supplies budget heading, and to consider approving an increase of £600 to the Plants budget heading from General Reserves. (R)
102. To reconsider the provision of two additional litter bins on Common Lane and, if supported, to authorise the Clerk to make the necessary enquiries. (S)
103. To consider an application from Friends of the Community for the second £1,000 instalment of its 2026/27 grant funding. (T)
104. To consider in principle the purchase of a memorial plaque in memory of the late Councillor Shaun Hodson and, if supported, to agree the preferred wording, location and arrangements for obtaining quotations.
105. To receive and consider a report regarding a proposal for Help at the Hub to operate temporarily as a SESKU initiative, pending a more permanent funding solution, and to consider a request for the Council to contribute £4,000 towards the service's direct running and delivery costs. (U)
106. To consider the West Yorkshire Mass Transit Spatial Development Framework Regulation 19 Publication Draft and to determine whether the Council wishes to submit a representation. (V)
107. Planning (W)
 - 107.1. To receive and consider any new planning applications.
 - 107.2. To note any planning decisions received.
108. To note that the next meeting of Upton & North Elmsall Parish Council will take place on Tuesday 20th October 2026 at 6:30pm at the Village Hall.



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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.

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

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

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

Continued on Page 243

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

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

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MINUTES OF A MEETING OF THE FINANCE COMMITTEE

Held on Tuesday 28th July 2026 at 6:30pm at the Village Hall

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

Helen Senior – Clerk & RFO

Absent: Councillor A Miles

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

RESOLVED: that Councillor S Spencer be appointed as the Chair of the Finance Committee for the 2026/27 municipal year.

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

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

3. Apologies and Reasons for Absence.

3.1. To receive apologies.

No apologies were received.

3.2. To consider approval of the reasons for absence.

No reasons for absence were recorded.

4. Declarations of interest.

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

No declarations were received.

4.2. To consider any applications for dispensation.

There were no applications for dispensation.

- 5. To receive and note the Finance Committee's Terms of Reference, as set out within the Council's Scheme of Delegation.**

RESOLVED: that the Finance Committee's Terms of Reference be received and noted.

- 6. To receive and scrutinise the final financial position for 2025/26 as at 31st March 2026 (Month 12), including the cashbook, balance sheet and year-end budget monitoring report.**

RESOLVED: that the final financial position for 2025/26 be received and scrutinised; and that no specific concerns requiring action were identified.

- 7. To receive and scrutinise the Quarter 1 financial position for 2026/27 as at 30th June 2026, including the cashbook reports, balance sheet, budget monitoring report and any actual or potential overspends, and to consider any significant movements since the 2025/26 year-end.**

RESOLVED: that the Quarter 1 financial position for 2026/27 be received and scrutinised; that Councillor Spencer establish the anticipated future expenditure required for the flower tubs and report his findings to the Committee for budget consideration; and that the Finance Committee recommend to Full Council that the Village Hall – General Maintenance budget be increased by £2,000, funded from the General Reserve, to ensure sufficient budget provision for the remainder of the 2026/27 financial year.

- 8. To receive and scrutinise the completed bank reconciliations and corresponding independent checks for March, April and May 2026, noting the reconciled balances and considering any matters or exceptions arising.**

RESOLVED: that the completed bank reconciliations and independent checks for March, April and May 2026 be received and scrutinised; and that no matters or exceptions were identified.

- 9. To review the Council's VAT position for Quarter 1 of 2026/27.**

RESOLVED: that the Council's VAT position for Quarter 1 of 2026/27 be reviewed; and that no issues were identified.

- 10. To review movements in the Council's general and earmarked reserves between 31st March and 30th June 2026 and consider whether any recommendations should be made to Full Council.**

RESOLVED: that movements in the Council's reserves be kept under review and that no recommendation to Full Council is considered necessary at this stage.

11.To review the operation of the Council’s internal financial controls during Quarter 1, including banking arrangements, online banking, payment authorisation and accounting procedures.

RESOLVED: that the operation of the Council’s internal financial controls during Quarter 1 be reviewed and considered adequate.

12.To receive and note financial information provided by South Kirkby and Moorthorpe Town Council in relation to the Joint Burial Committee, and to consider its implications for the Council’s future budget provision.

RESOLVED: that the financial information provided by South Kirkby and Moorthorpe Town Council in relation to the Joint Burial Committee be received and noted; and that the projected net expenditure implications be considered when preparing the draft 2027/28 budget.

13.To note the timetable for preparing the 2027/28 draft budget and precept recommendation to Full Council.

RESOLVED: that the timetable for preparing the 2027/28 draft budget and precept recommendation be noted as follows:

Meeting date	What will happen?
1 st September 2026	Staffing Committee will identify and recommend its budget requirements.
22 nd September 2026	Allotments Committee will identify and recommend its budget requirements.
6 th October 2026	Events Committee will identify and recommend its budget requirements.
20 th October 2026	Full Council will identify any projects it wishes to be considered.
27 th October 2026	Finance Committee will review the requests and make further suggestions.
17 th November 2026	Full Council will review the draft and suggest any amendments.
19 th January 2027	Full Council will approve the budget and precept demand.

14.To confirm any recommendations arising from the meeting to be referred to Full Council.

RESOLVED: that the Finance Committee recommend to Full Council that the 2026/27 Village Hall – General Maintenance budget be increased from £2,000 to £4,000, with the additional £2,000 funded from the General Reserve, to provide sufficient budget for general maintenance during the remainder of the financial year. The servicing and unplanned emergency repairs to the village hall’s emergency lighting accounted for £1,860 of the original £2,000 budget during Quarter 1.

15.To note that the next meeting of the Finance Committee will take place on Tuesday 27th October 2026 at 6:30pm at the Village Hall.

RESOLVED: that the next meeting of the Finance Committee, due to be held on Tuesday 27th October 2026 at 6:30pm at the Village Hall, be noted.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting at 7:40pm.



UPTON & NORTH ELMSALL PARISH COUNCIL

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MINUTES OF A MEETING OF THE EMPLOYMENT & STAFFING COMMITTEE

Held on Tuesday 1st September 2026 at 6:30pm at the Village Hall

Present: Councillor E Farmer – Vice-Chair
 Councillor H Owen – Chair
 Councillor S Pallett
 Councillor L Taylor

Helen Senior – Clerk & RFO

Absent: Councillor S Birtles

18. Apologies and Reasons for Absence

18.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillor S Birtles.

18.2. To consider approval for the reasons for absence.

RESOLVED: that the reasons for absence be approved on behalf of Councillor S Birtles.

19. Declarations of Interest

19.1. 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.

19.2. To consider any applications for dispensation.

There were no applications for dispensation received.

20. To approve and sign the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 26th May 2026.

RESOLVED: that the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 26th May 2026 be approved as a true record and signed by the Chair.

21.To resolve to exclude members of the press and public from items 22-27 in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the staffing matters to be discussed.

RESOLVED: that members of the press and public be excluded from items 22 to 27 in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the staffing matters to be discussed.

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

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

23.To receive reports on the current staff leave, TOIL and sickness absence position for 2026/27 and consider whether any actions are required:

23.1. Annual Leave

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

23.2. TOIL balances

RESOLVED: that the up-to-date TOIL balances report for 2026/27 be received; that minor day-to-day variations of less than 30 minutes in the working time of the employee concerned be managed flexibly within their contracted hours and not recorded as TOIL; that formal TOIL only be accrued by that employee where at least 30 minutes of additional time is worked on any one occasion; and that any residual TOIL balance of less than 30 minutes be taken by 31st March and not carried forward into the following leave year.

23.3. Sickness Absence

RESOLVED: that the up-to-date Sickness Absence report for 2026/27 be received and that the Clerk seek advice from the Council's HR adviser regarding the appropriate next steps, if any.

24.To receive a report on staff workload.

RESOLVED: that the Clerk's Workload Report be received and that the liaison contact discuss the workload pressures identified in the report with the Clerk.

25.To review and confirm employee job descriptions.

RESOLVED: that the job descriptions for the three employees be approved as presented.

26.To note the nationally agreed NJC pay award of 3.3%, effective from 1st April 2026, and the resulting revised salary rates and backdated payments for applicable employees.

RESOLVED: that the 2026/27 NJC pay award be noted.

27.To appoint a nominated Councillor to act as liaison contact for the Parish Clerk, in accordance with the Employment & Staffing Committee's Terms of Reference.

It was noted that, at the Committee's meeting held on 26th May 2026, it had been suggested that Councillor H Owen act as liaison contact for the Parish Clerk. Informal liaison discussions had taken place since that meeting.

RESOLVED: that the informal arrangement be formalised and Councillor H Owen be appointed as the nominated liaison contact for the Parish Clerk, in accordance with the Committee's Terms of Reference.

28.To receive and review the Employment & Staffing budget position for 2026/27.

RESOLVED: that the current 2026/27 Employment & Staffing budget position be received and noted, with no areas of concern identified at this time.

29.To agree the Employment & Staffing Committee's proposed budget requirements for 2027/28 for recommendation to the Finance Committee.

RESOLVED: that the proposed 2027/28 budget requirements, as set out below, be recommended to the Finance Committee for consideration.

		2026/27	2026/27	2027/28	
104 Employment & Staffing	Headings	Budget	Year End Forecast	Proposed Budget	Variance
2000	Staff Mileage & Expenses	£20.00	£20.00	£20.00	£0.00
2009	HR Services	£2,800.00	£2,500.00	£3,000.00	£200.00
4000	Salaries (Inc NI/PAYE)	£80,000.00	£65,000.00	£75,000.00	-£5,000.00
4001	Pension Administration	£900.00	£600.00	£900.00	£0.00
4002	Payroll Administration	£400.00	£400.00	£500.00	£100.00
4003	Pension Contributions	£3,500.00	£6,800.00	£9,000.00	£5,500.00
4010	Staff Training	£1,500.00	1,000.00	£1,500.00	0.00
NEW CODE FOR 2027/28	Occupational Health & Staff Welfare			£1,000.00	£1,000.00
	SUB TOTAL	89,120.00	76,320.00	90,920.00	1,800.00

30.To note that the next meeting of the Employment & Staffing Committee will take place on Tuesday 24th November 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of the Employment & Staffing Committee will be held on Tuesday 24th November 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.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

VILLAGE HALL GENERAL MAINTENANCE BUDGET

The annual budget for Village Hall General Maintenance is £2,000. This heading covers a wide range of routine repairs and maintenance, as items such as emergency lighting do not currently have separate budget headings.

The Village Hall fire risk assessment completed in January 2026 identified that records of regular emergency-lighting testing and annual servicing were not available. When the emergency lighting was subsequently serviced, the contractor advised that the system appeared not to have been serviced for at least eight years. A number of lights required replacement and additional units were needed, resulting in an unplanned cost of £1,860 excluding VAT.

This expenditure had not been anticipated when the 2026/27 budget was prepared and used almost the entire annual allocation. Together with other necessary maintenance expenditure, £2,486 had been spent against the £2,000 budget by 30 June 2026, resulting in an overspend of £486.

The Village Hall continues to require regular general maintenance, including replacement lighting and plumbing repairs. Without an increase to the budget, there would be no provision available for these costs, and even minor purchases and repairs would need to be referred to the Council for separate approval.

The Finance Committee therefore recommends that a further £2,000 be allocated to the Village Hall General Maintenance budget from General Reserves. This would provide reasonable provision for the remainder of the financial year and allow routine maintenance to be dealt with promptly under the Clerk's existing delegated authority.

Recommendation

That the Village Hall General Maintenance budget for 2026/27 be increased by £2,000, funded from General Reserves.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

REVIEW OF COMMITTEE MEMBERSHIP AND APPOINTMENTS FOR 2026/27

Purpose of Report

To enable the Council to review and confirm the membership of its Allotments, Finance, Employment & Staffing and Events Committees for the remainder of the 2026/27 municipal year, following recent changes in Council membership.

Background

The membership of the Allotments, Finance and Employment & Staffing Committees was agreed at the Annual Meeting of the Council in May 2026. The Events Committee was subsequently established in July 2026.

At the Council meeting held on 21st July 2026, members considered attendance at committee meetings and its impact on the ability of committees to remain quorate. It was resolved that members appointed to committees should endeavour to attend meetings and notify the Clerk as soon as possible if they no longer wished to remain a member.

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

The composition of the Council has also changed since the original committee appointments were made. Two additional councillors were co-opted in July 2026, and the Council is due to consider the co-option of a further councillor earlier at this meeting.

On 9th September 2026, Cllr Louise Taylor resigned from Upton & North Elmsall Parish Council with immediate effect. As a result, Cllr Taylor also ceased to be a member of the Allotments, Employment & Staffing and Events Committees, creating a vacancy on each of those committees.

The casual vacancy arising from Cllr Taylor's resignation is separate from the co-option being considered earlier at this meeting and will be dealt with through the appropriate casual vacancy process.

A review of committee membership will allow existing members to reconsider their appointments, provide newer members with an opportunity to join committees where places are available, and ensure that each committee has sufficient membership to conduct its business effectively.

Current Committee Membership

Committee	Current Members
Allotments Committee	Councillors E Farmer, C Merrington, H Owen and S Spencer. One vacancy.
Finance Committee	Councillors E Farmer, A Miles, H Owen and S Spencer. One vacancy.
Employment & Staffing Committee	Councillors S Birtles, E Farmer, H Owen and S Pallett. One vacancy.
Events Committee	Councillors P Atherton, I Bell, S Birtles and E Farmer. One vacancy.

If a candidate is successfully co-opted earlier at this meeting and has signed their Declaration of Acceptance of Office, they may also be considered for appointment to any available committee vacancy.

This review relates only to the four Council committees listed above. Appointments to outside bodies and joint arrangements are not included.

Members will be invited to identify any committee appointments from which they wish to step down. The Council may then appoint members to any existing or resulting vacancies. Where the number of nominations exceeds the number of places available, appointments will be determined by a vote.

The appointment of Committee Chairs and Vice-Chairs is not included within this review. These positions are intended to be considered by the individual committees themselves at their respective meetings.

Once the membership review has been completed, the final membership of each committee will be recorded and used for the circulation of future committee agendas and supporting papers.

Recommendation

That the Council:

- notes the committee vacancies arising from the resignation of Cllr Louise Taylor;
- approves any requested removals from the Allotments, Finance, Employment & Staffing and Events Committees;
- appoints members to any existing or resulting committee vacancies; and
- confirms the final membership of each committee for the remainder of the 2026/27 municipal year.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

CLERK'S UPDATE REPORT

Purpose of Report

To provide Members with an update on matters progressed by the Clerk since the previous meeting of the Parish Council on 21st July 2026.

External Audit 2025/26

The External Auditor's Report and Certificate for the 2025/26 financial year was received on 27th August 2026. Following receipt, the Notice of Conclusion of Audit was displayed and the relevant audited AGAR documentation was published on the Council's website in accordance with the statutory requirements.

The External Auditor's Report and Certificate will be considered separately under Item 94 of this agenda.

Grant Funding Outcomes

The grants awarded to Upton Rugby Club and Upton Fishing Club have been paid and the required supporting receipts have been received.

The Rugby Club's festival event has now taken place and was very well attended, and the Fishing Club has now purchased its new boat. The Fishing Club has conveyed its thanks to the Council and confirmed that acknowledgement stickers reading 'Funded by Upton Parish Council' have been ordered for the boat.

Community Garden

Work has continued at the Community Garden. The storage container has been cleared and reorganised, the entrance has been tidied and the polytunnel has been cleared ready for reorganisation.

Draft documents have been prepared covering the risk assessment, management and use of the garden, raised-bed hire and the procedure for dealing with unknown or potentially hazardous materials. These documents require final review, and the raised beds must also be numbered before allocations can commence.

Local Government Pension Scheme

West Yorkshire Pension Fund has confirmed that the preparatory administrative work is under way. Once it receives a copy of the signed minutes from the July Council meeting, the formal process for the Council's admission to the Local Government Pension Scheme will begin. Integra has been notified and asked to confirm the payroll arrangements required, including the cessation of contributions to the Council's existing pension provider once the LGPS commencement date is confirmed.

Scarborough Coach Trip

The Council's summer coach trip to Scarborough took place on Saturday 29th August 2026, with three coaches transporting residents to and from Scarborough. Positive feedback has been received, including a thank-you card from one attendee thanking the Council and the volunteers who assisted on the day.

The booking records, volunteer information, risk management procedures and incident arrangements prepared for the trip can provide a framework for similar events organised by the Council in future. A number of passengers did not attend despite having booked places, which the Events Committee may wish to consider when reviewing arrangements for future trips.

Proposed Car Park on Land at Harewood Lane

The Clerk has continued to receive progress updates from Wakefield Council. It has advised that its assessment is nearing completion. A final management review will take place before the outcome is provided to the Parish Council for consideration.

Outdoor Gym Equipment

Following reports from residents about safety concerns affecting outdoor gym equipment at Rose Estate, the affected items were inspected and taken out of use. T & D have been asked to inspect the equipment and carry out urgent remedial work. On 7th September, the contractor confirmed that the work would be carried out as soon as possible.

Actions Arising from the Previous Meeting

Following the Council's resolution on 21st July 2026, the new three-year fixed renewable electricity contract with E.ON Next has been arranged. The contract commenced on 2nd September 2026 and has a final contracted estimated annual cost of £4,834.42.

The approved jet washing and parking-bay remarking works have commenced. Part of the work has been completed, with the main car park still to be jet washed and the parking bays repainted.

The agreed locations for the bat boxes have been confirmed with T & D Contractors. Two boxes are to be installed at the School Street Allotment, two on the Eco Plot at Harewood Lane Allotment, two on the Recreation Ground and four at the Miners Memorial Garden. A quotation for the installation work is now awaited.

The documentation and anticipated commencement date for the approved Miners Memorial Garden works are being followed up with DK Landscapes. Initial enquiries relating to the replacement and additional notice boards will also be made.

The safe and keys required for the Council's Business Continuity arrangements have been obtained. The confidential operational appendices are being finalised, following which emergency access arrangements will be provided to the Chair and Vice-Chair.

Yorkshire Water formally acknowledged the report concerning the manhole on Parish Council land on 19th August and advised that an engineer would attend within seven working days. As no further update has been received, the matter is being followed up.

Council Communications

An Instagram account has been created for the Parish Council and a link has been added to the Council's website. Several posts have already been published, and the account will be announced on the Council's Facebook page in due course.

The History Group's website is now live. A link will be added to the Council's website and shared on the Council's Facebook page.

Multi-factor Authentication

As part of Pro Logic's client cyber-security audit programme, the Council's Microsoft 365 security settings have been reviewed. Pro Logic has advised that Microsoft 365 Baseline Security Defaults are currently disabled and should be enabled as soon as possible.

Enabling these security settings requires all users with Council Microsoft 365 accounts to register for multi-factor authentication. The Clerk has completed the registration process. Instructions will be circulated to Councillors and staff, and assistance will be available for anyone who requires help with setup. Once all users have registered, Pro Logic will enable the Baseline Security Defaults.

Recycling Collections

Following irregular recycling collections from the Village Hall, the Clerk has contacted Wakefield Council and obtained confirmed collection dates. The Clerk and Cleaner will monitor the service to ensure that the scheduled collections take place.

Recommendation:

That the Clerk's Update Report be received and noted.

Accounts Payable
Upton and North Elmsall Parish Council
Sep-26

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DATE	PAYEE	ITEM	NET	VAT	TOTAL
16/07/2026	Levi Solicitors	Legal Advice Fee	£3,000.00	£600.00	£3,600.00
24/07/2026	Wakefield Council	Play Area Inspection Annual Charge	£548.12	£109.62	£657.74
01/08/2026	Elite Community Sports	Summer Camp	£9,600.00	£0.00	£9,600.00
22/08/2026	HMRC	Employer's PAYE & NIC August	£1,255.10	£0.00	£1,255.10
26/08/2026	Shaw Toilet Hire	Harewood Lane Allotments Toilet Hire	£104.00	£20.80	£124.80
26/08/2026	PKF Littlejohn LLP	External Audit Fees	£630.00	£126.00	£756.00
28/08/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
31/08/2026	Heatons Group Ltd	Cleaning Supplies	£5.89	£1.18	£7.07
01/09/2026	DRD Communications	Telephone & Broadband Services	£49.10	£9.82	£58.92
05/09/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
07/09/2026	HMRC	Employer's PAYE & NIC September	£1,550.76	£0.00	£1,550.76
			£17,482.97	£867.42	£18,350.39

Payments Made Under Clerk's Delegated Authority

Upton and North Elmsall Parish Council

July - Sept 2026

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DATE	PAYEE	ITEM	NET	VAT	TOTAL
17/07/2026	Value Products Ltd	First Aid Supplies	£43.35	£8.67	£52.02
24/07/2026	Absolute Water Compliance Ltd	Legionella Risk Assessment	£300.00	£60.00	£360.00
24/07/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
03/08/2026	Land Registry	Title Plan	£7.00	£0.00	£7.00
03/08/2026	Post Office	Stamps	£6.37	£0.00	£6.37
04/08/2026	Amazon - Third Party Seller	Fluorescent Tube Light Starters	£4.99	£0.00	£4.99
04/08/2026	Amazon	Outdoor Garden Broom	£15.77	£3.16	£18.93
04/08/2026	Amazon	Large Office Safe	£86.66	£17.33	£103.99
04/08/2026	Amazon - Third Party Seller	Fluorescent Tube Light x2	£18.33	£3.67	£22.00
04/08/2026	Amazon	Cleaning Supplies	£17.87	£3.58	£21.45
04/08/2026	Amazon	Water Barrel Protective Covers	£38.16	£7.63	£45.79
17/08/2026	Canva Business	Monthly Subscription	£15.00	£3.00	£18.00
18/08/2026	Amazon	2 x Monitor Stands	£33.09	£6.61	£39.70
18/08/2026	Amazon	Village Show - Supplies	£9.14	£1.83	£10.97
18/08/2026	Amazon	Office Supplies	£6.52	£1.30	£7.82
18/08/2026	Amazon - Third Party Seller	Disposable Coffee Cups	£19.72	£3.94	£23.66
18/08/2026	Amazon	Village Show - Ribbons	£27.41	£5.48	£32.89
18/08/2026	Amazon	Village Show - Rosettes	£25.74	£5.15	£30.89
18/08/2026	Amazon - Third Party Seller	A3 Laminating Pouches	£7.91	£1.58	£9.49
18/08/2026	Amazon	Coach Trip - Juice	£40.82	£8.16	£48.98
18/08/2026	Amazon - Third Party Seller	Coach Trip - Water	£52.47	£10.49	£62.96
18/08/2026	Amazon - Third Party Seller	Coach Trip - Biscuits	£65.76	£0.00	£65.76
19/08/2026	Amazon	Coach Trip - Juice	£21.64	£4.32	£25.96
19/08/2026	Amazon - Third Party Seller	Coach Trip - Crisps	£61.48	£12.30	£73.78
24/08/2026	Dunhills (Haribo) Pontefract	Village Show - Sweets	£15.00	£3.00	£18.00
24/08/2026	T & D Contractors	Removal of Allotment Sheds	£200.00	£40.00	£240.00
24/08/2026	T & D Contractors	Removal of Fencing & Replacement with Heras	£200.00	£40.00	£240.00
24/08/2026	Shaw Toilet Hire	Harewood Lane Toilet Hire	£130.00	£26.00	£156.00
24/08/2026	Integra Accounting	Quarterly Payroll Service	£100.50	£20.10	£120.60
24/08/2026	Heatons Group Ltd	Cleaning Supplies	£77.97	£15.59	£93.56
24/08/2026	Tornado Pest Control	Quarterly Rodent Maintenance	£85.00	£17.00	£102.00
24/08/2026	DRD Communications	Monthly Telephone & Broadband	£49.33	£9.86	£59.19
24/08/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
24/08/2026	YLCA	Councillor Training	£18.80	£0.00	£18.80
24/08/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
24/08/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
24/08/2026	YLCA	Councillor Training	£70.00	£0.00	£70.00
24/08/2026	YLCA	Staff Training	£28.20	£0.00	£28.20
24/08/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
25/08/2026	Co-Op	Office Refreshments	£5.00	£0.00	£5.00
26/08/2026	Tanks Direct	Stables Water Trough	£203.00	£40.60	£243.60
27/08/2026	Amazon	3 x Event Volunteer Clipboards	£18.87	£3.77	£22.64
28/08/2026	Amazon	Coach Trip - First Aid Supplies	£9.15	£1.83	£10.98
28/08/2026	Furniture Clinic	Floor Cleaner	£14.16	£2.83	£16.99
28/08/2026	Co Op	Coach Trip - Supplies	£8.60	£0.00	£8.60
01/09/2026	Amazon - Third Party Seller	Money Bags	£3.16	£0.63	£3.79
07/09/2026	Amazon	2 x A4 Laminating Pouches	£8.84	£1.77	£10.61
07/09/2026	Amazon	Village Show - Display Stands	£12.42	£2.48	£14.90
			£4,033.20	£393.66	£4,426.86

Date: 03/09/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 4

Payments for Month 4

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>
03/07/2026	Grenke Leasing	DDR	292.54		48.76	4032	101	243.78	Photocopier Lease
06/07/2026	Barclays Bank	DDR	17.32			4043	101	17.32	Commission Charges
06/07/2026	Staff Salaries	DDR	-0.20			4000	101	-0.20	Refund-June Salary Overpayment
07/07/2026	Land Registry Gov.UK	DDR	14.00			4020	101	14.00	Title Register & Plan
08/07/2026	MMD Healthcare Ltd	DDR	-7.09		-1.18	2002	102	-5.91	Refund - Cleaning Supplies
09/07/2026	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Pension Administration
09/07/2026	Creative Pension Trust	DDR	223.41			4003	101	223.41	Pension Contribution June 26
13/07/2026	Euro Digtial Systems	DDR	64.52		10.75	4041	101	53.77	Photocopier Charges
14/07/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Title Register
15/07/2026	Scottish Water - Business	DDR	39.35			4105	135	39.35	Water Charges-Memorial Garden
15/07/2026	Scottish Water - Business	DDR	24.23			4105	129	24.23	Water Charges - Grazing Field
15/07/2026	Scottish Water - Business	DDR	278.99			4105	102	278.99	Water Charges - Village Hall
15/07/2026	Scottish Water - Business	DDR	335.15			4105	121	335.15	Water Charges - H.L. Allotment
16/07/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	101	206.67	HR Services
16/07/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Airtime - Clerk
17/07/2026	Value Products Limited	DDR	52.02		8.67	4049	101	43.35	First Aid Supplies
20/07/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
20/07/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Monthly Airtime - Admin
21/07/2026	British Gas Business	DDR	44.42		2.11	4108	102	42.31	Gas Charges - Village Hall
24/07/2026	Stringers Pontefract Motorways	DDR	1,860.00			4235	134	1,860.00	Coach Hire - PC Day Trip
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/07/2026	Heatons Group Limited	DDR	12.38		2.06	2002	102	10.32	Toilet Cleaner
24/07/2026	Dorchester Town Council	DDR	25.00			4010	101	25.00	Staff Training Course
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/07/2026	SHAW Toilet hire	DDR	156.00		26.00	4005	121	130.00	Toilet Hire - H.L. Allotments
24/07/2026	DRD Communications Ltd	DDR	58.87		9.81	4040	101	49.06	Telephone & Broadband
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/07/2026	HM Revenue & Customs	DDR	1,255.10			4000	101	1,255.10	PAYE & NIC July 2026
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/07/2026	NPB Contractors	DDR	2,040.00		340.00	4111	129	1,700.00	Grazing Field Ragwort
24/07/2026	Yorks Local Council Assn	DDR	56.40			4010	101	28.20	Training Course
						4152	145	28.20	Training Course
24/07/2026	Yorks Local Council Assn	DDR	75.20			4010	101	75.20	Staff Training
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/07/2026	BLS Asbestos Limited	DDR	8,340.00		1,390.00	4024	147	6,950.00	Asbestos Removal - C.G.
24/07/2026	Absolute Water Compliance Ltd	DDR	360.00		60.00	4113	102	300.00	Legionella RA
24/07/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin

Continued on Page 3

Payments for Month 4				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>
									Emptying
24/07/2026	Upton Rugby Club	DDR	2,000.00			4190	110	2,000.00	Grant - Upton Festival
24/07/2026	Upton Fishing Club	DDR	2,000.00			4190	110	2,000.00	Grant - Motor Boat
24/07/2026	Askew Skip Hire	DDR	900.00		150.00	4027	121	750.00	3 x Skips - H.L. Allotments
27/07/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Administration
28/07/2026	Creative Pension Trust	DDR	223.41			4003	101	223.41	Pension Contribution July 26
28/07/2026	Pro Logic Computers (UK) Ltd	DDR	177.28		29.55	4042	101	147.73	IT Support
31/07/2026	Staff Salaries	SO	3,635.57			4000	101	3,635.57	Staff Salaries July 2026
Total Payments for Month			27,293.34	0.00	2,155.23			25,138.11	
Balance Carried Fwd			26,485.99						
Cashbook Totals			53,779.33	0.00	2,155.23			51,624.10	

Payments for Month 4				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>
06/07/2026	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			464.11						
Cashbook Totals			472.61	0.00	0.00			472.61	

Date: 03/09/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 5

Payments for Month 5

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>
03/08/2026	Barclays Bank	DDR	12.92			4043	101	12.92	Commission Charges
03/08/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Land Title Plan
03/08/2026	Post Office Ltd	DDR	6.37			4045	101	6.37	Stamps
04/08/2026	HM Land Registry	CHEQUE	11.00			4020	101	11.00	Transfer Note Fee
04/08/2026	Ashton Enterprise Ltd	DDR	4.99			4113	102	4.99	Fluorescent Light Starters
04/08/2026	Amazon EU S.a.r.L.	DDR	18.93		3.16	4120	147	15.77	Outdoor Broom
04/08/2026	Amazon EU S.a.r.L.	DDR	103.99		17.33	4047	101	86.66	Safe
04/08/2026	General Lamps Limited	DDR	22.00		3.67	4113	102	18.33	Fluorescent Lights
04/08/2026	Amazon EU S.a.r.L.	DDR	21.45		3.58	4099	102	13.53	Extendable Feather Duster
						2002	102	4.34	Limescale Remover
04/08/2026	Amazon EU S.a.r.L.	DDR	45.79		7.63	4120	147	38.16	Water Barrell Covers
06/08/2026	Creative Pension Trust	DDR	32.40		5.40	4001	104	27.00	Pension Administration
12/08/2026	Euro Digtial Systems	DDR	56.21		9.37	4041	101	46.84	Printing Charges
13/08/2026	Scottish Water - Business	DDR	13.11			4105	135	13.11	Water Charges- Memorial Garden
17/08/2026	Canva UK Operations Ltd	DDR	18.00		3.00	4022	101	15.00	Camva Business Subscription
17/08/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Airtime - Clerk
17/08/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	104	206.67	HR Services
18/08/2026	Amazon EU S.a.r.L.	DDR	19.40		3.23	4120	101	16.17	Monitor Stand
18/08/2026	Amazon EU S.a.r.L.	DDR	39.09		6.51	4007	134	26.06	Plates and Envelopes
						4049	147	6.52	Number Stencils
18/08/2026	We Can Source It Limited	DDR	23.66		3.94	4007	134	19.72	Disposable Coffee Cups
18/08/2026	Amazon EU S.a.r.L.	DDR	32.89		5.48	4007	134	27.41	Prize Ribbons
18/08/2026	Amazon EU S.a.r.L.	DDR	30.89		5.15	4007	134	25.74	Prize Rosettes
18/08/2026	Amazon EU S.a.r.L.	DDR	12.98		2.16	4235	134	10.82	Fruit Shoots
18/08/2026	30M Distribution Limited	DDR	9.49		1.58	2002	102	7.91	A3 Laminating Pouches
18/08/2026	Amazon EU S.a.r.L.	DDR	12.00		2.00	4235	134	10.00	Fruit Shoots
18/08/2026	Amazon EU S.a.r.L.	DDR	12.00		2.00	4235	134	10.00	Fruit Shoots
18/08/2026	Inglersoss Limited	DDR	62.96		10.49	4235	134	52.47	Bottled Water
18/08/2026	Universal Product Solutions Lt	DDR	65.76			4235	134	65.76	Biscuits
18/08/2026	Amazon EU S.a.r.L.	DDR	12.00		2.00	4235	134	10.00	Fruit Shoots
19/08/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
19/08/2026	Amazon EU S.a.r.L.	DDR	12.98		2.16	4235	134	10.82	Fruit Shoots
19/08/2026	Wildflower Trading Limited	DDR	73.78		12.30	4235	134	61.48	Crisps
19/08/2026	Amazon EU S.a.r.L.	DDR	12.98		2.16	4235	134	10.82	Fruit Shoots
20/08/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Monthly Airtime - Admin
24/08/2026	Dunhills Pontefract (Haribo)	DDR	18.00		3.00	4007	134	15.00	Sweets for Village Show
24/08/2026	T & D Contractors	DDR	240.00		40.00	4024	121	200.00	Shed Removal - Allotments
24/08/2026	T & D Contractors	DDR	240.00		40.00	4024	121	200.00	Fencing Replacement - Allots
24/08/2026	SHAW Toilet hire	DDR	156.00		26.00	4005	121	130.00	Toilet Hire
24/08/2026	Integra	DDR	120.60		20.10	4002	104	100.50	Payroll Services - Q1
24/08/2026	Heatons Group Limited	DDR	93.56		15.59	2002	102	77.97	Cleaning Supplies
24/08/2026	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Pest Control
24/08/2026	DRD Communications Ltd	DDR	59.19		9.86	4040	101	49.33	Phone & Internet Charges
24/08/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying

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Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 5

Payments for Month 5

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>
24/08/2026	Yorks Local Council Assn	DDR	18.80			4152	145	18.80	Training Webinar
24/08/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/08/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
24/08/2026	Yorks Local Council Assn	DDR	70.00			4152	145	70.00	Training Webinar
24/08/2026	Yorks Local Council Assn	DDR	28.20			4010	104	28.20	Training Webinar
24/08/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
25/08/2026	Co-Op Upton	DDR	5.00			4016	101	5.00	Office Refreshments
26/08/2026	Tanks Direct	DDR	243.60		40.60	4113	130	203.00	Drinking Trough
27/08/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	104	20.00	Pension Administration
27/08/2026	Amazon EU S.a.r.L.	DDR	22.64		3.77	4235	134	18.87	Clipboards
28/08/2026	Pro Logic Computers (UK) Ltd	DDR	191.17		31.86	4042	101	159.31	Monthly IT Support
28/08/2026	Staff Salaries	SO	3,635.57			4000	104	3,635.57	Monthly Salaries - August 2026
28/08/2026	Amazon EU S.a.r.L.	DDR	10.98		1.83	4235	134	9.15	Travel Sickness Bags
28/08/2026	Furniture Clinic Limited	DDR	16.99		2.83	2002	102	14.16	Floor Cleaner
28/08/2026	Co-Op Upton	DDR	8.60			4235	134	8.60	Day Trip Supplies
Total Payments for Month			8,047.99	0.00	440.04			7,607.95	
Balance Carried Fwd			18,757.34						
Cashbook Totals			26,805.33	0.00	440.04			26,365.29	

Payments for Month 5				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>
03/08/2026	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			586.28						
Cashbook Totals			594.78	0.00	0.00			594.78	

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

EXTERNAL AUDITOR'S REPORT & CERTIFICATE 2025/26

Purpose of Report

To formally present the External Auditor's Report and Certificate for the year ended 31st March 2026, inform Members of the outcome of the external audit and the matters drawn to the Council's attention, and consider whether any further action is required.

Background

The Council's Annual Governance and Accountability Return (AGAR) for 2025/26 was submitted for external audit on 27th May 2026, and the External Auditor's Report and Certificate was received on 27th August 2026, concluding the external audit process for the financial year.

Following receipt, the Notice of Conclusion of Audit and relevant audited AGAR documentation were published as required, and the External Auditor's invoice has been included within the Council's payment arrangements.

External Auditor's Findings

The External Auditor completed its limited assurance review without identifying any matters affecting its opinion.

Two other matters were drawn to the Council's attention.

1. Independence of the Internal Auditor

The External Auditor noted that the Council had not been able to provide evidence that the independence of the Internal Auditor had been formally considered upon appointment and referred to the recommendation that this should be reviewed annually.

The Internal Auditor has already been appointed for 2026/27. However, a written statement addressing independence and objectivity has now been obtained, and a separate item has been included on the September agenda for Members to formally consider the matter.

This will also establish a process for the Council to formally review and record the Internal Auditor's independence annually when considering future appointments, beginning with 2027/28.

2. Assertion 10 – Digital and Data Compliance

The Council answered “No” to Assertion 10 of the 2025/26 Annual Governance Statement because the Council’s previous website did not fully meet the required digital and data compliance standards.

The External Auditor confirmed that an adequate explanation and details of the action being taken had been provided.

The Council’s new website has since been completed and is now live, and has passed the relevant accessibility and cyber security compliance checks. The matter identified through the Council’s response to Assertion 10 has therefore been addressed.

Recommendation

That the Council:

- receives and notes the External Auditor’s Report and Certificate for 2025/26;
- notes that the external audit concluded with no matters raised affecting the External Auditor’s opinion;
- notes that the matter relating to Assertion 10 has now been addressed;
- notes that the Internal Auditor’s independence will be formally considered under the separate agenda item and reviewed annually thereafter; and
- agrees that no further action is required in relation to the External Auditor’s Report and Certificate at this time.

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Upton and North Elmsall Parish Council - WY0080**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner’s Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

25/08/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

UPTON AND NORTH ELMSALL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☐	☒	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2026

and recorded as minute reference:

MINUTE REFERENCE 27.2

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED



WWW.UP-NE-PARISHCOUNCIL.CO.UK LABEL WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

UPTON AND NORTH ELMSALL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	207,246	133,667	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	248,670	248,670	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,659	19,069	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	86,094	86,470	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	258,814	200,234	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	133,667	114,702	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	134,946	109,169	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	416,611 RESTATED	442,610	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


Date 12/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/26
as recorded in minute reference: 27.3
Signed by Chair of the meeting where the Accounting Statements were approved


**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

REVIEW OF INTERNAL AUDIT ARRANGEMENTS

Purpose of Report

To enable Council to review and formally record the independence, competence and effectiveness of its Internal Auditor and internal audit arrangements for 2026/27, and to determine whether any action or additional assurance is required.

Background

At its meeting held on 17th February 2026, Council appointed Alison Cocliff of Integra Yorkshire Ltd as Internal Auditor for 2026/27 at a cost of £185.00 plus VAT per audit.

During the 2025/26 external audit, the External Auditor noted that Council had been unable to provide evidence that the independence of its Internal Auditor had been formally considered upon appointment. The external audit was completed without any matters affecting the External Auditor's opinion, but the absence of a formally recorded independence review was drawn to the Council's attention.

Following that query, the Clerk obtained an Internal Audit Engagement Letter, Standard Terms and Conditions, Privacy Notice and Complaints Procedure from Integra for 2026/27. The Internal Auditor confirmed that engagement letters had not previously been in place. The engagement letter and relevant terms are included with the agenda papers; the remaining documents are held by the Clerk.

Relevant Requirements

Regulation 5(1) of the Accounts and Audit Regulations 2015 requires the Council to undertake an effective internal audit of its risk management, control and governance processes, taking account of relevant internal-audit standards or guidance.

The Council's Financial Regulations require the Internal Auditor to be competent and independent, demonstrate objectivity, be free from actual or perceived conflicts of interest, and have no involvement in Council management or control.

The Practitioners' Guide 2026/27 identifies independence and competence as the two key principles when appointing an internal-audit provider. It states that independence requires the absence of any actual or perceived conflict and should be reviewed annually with regard to personal, financial and professional independence. It also states that the annual review of internal audit should be evidence based.

Independence and the Council's Payroll Service

Integra Yorkshire Ltd currently provides both the Council's internal-audit service and its payroll-administration service. The Council's routine payroll contact and the Internal Auditor are different individuals; however, both services are provided by the same company.

Payroll forms part of the financial-control framework considered through internal audit. The Practitioners' Guide gives, as an example of a conflict to be avoided, an external provider of accounting software or services also offering internal audit services through an associated company, firm or individual. This guidance is relevant when considering the Council's current arrangements.

The engagement letter states that Integra will remain independent from the day-to-day activities of Council, will not provide additional consultancy or advisory services that could compromise audit independence, and will use appropriately trained and qualified staff. The Standard Terms and Conditions also state that Integra will notify Council of any conflict of interest and take appropriate steps to manage it.

Those documents provide general assurances, but they do not specifically explain the organisational separation between the payroll and internal-audit services, or how payroll controls are independently tested without the Internal Auditor reviewing work for which the same company is responsible. No separate written assurance addressing that specific arrangement is currently held.

Members should therefore consider whether the information presently available is sufficient to demonstrate independence and objectivity, or whether further written assurance or other action is required.

Competence and Effectiveness

The engagement letter identifies Alison Cocliff as BA (Hons), ACMA, CGMA and states that the audit will be undertaken in accordance with the Practitioners' Guide, the Accounts and Audit Regulations 2015 and other relevant guidance and best practice.

The 2025/26 internal audit was undertaken over two visits, on 5th March and 11th May 2026. The Council received and noted the year-end Internal Audit Report on 16th June 2026. Members should have regard to that report, the scope and depth of the work undertaken, the clarity of the findings and recommendations, and whether the work provided sufficient assurance over Council's financial, governance and internal-control systems.

Options for Consideration

Council may:

- **Option 1 - Satisfied.** Determine that the evidence and safeguards are sufficient and that the current internal-audit arrangements are independent, competent, effective and provide sufficient assurance.
- **Option 2 - Further information required.** Defer its conclusion on independence and instruct the Clerk to obtain specific written confirmation of the separation between Integra's payroll and internal-audit services, including responsibility for payroll work and the arrangements for independently testing payroll controls.
- **Option 3 - Not satisfied.** Determine that the current evidence or arrangements do not provide sufficient assurance and instruct the Clerk to investigate alternative internal-audit provision, including any action required for 2026/27.

Future Arrangements

Council is not required to appoint its Internal Auditor for 2027/28 at this meeting. The outcome of this review should, however, inform that future decision. The independence, competence and effectiveness of the appointed person or firm should be considered and formally recorded each year.

Recommendation

That Council considers the evidence set out in this report and the supporting documents, selects one of the options above, and records:

- whether it is satisfied that the Internal Auditor and internal-audit arrangements for 2026/27 are independent, competent and effective;
- whether the arrangements provide Council with sufficient assurance;
- whether the engagement letter should be accepted and signed on the Council's behalf;
- any further information, safeguards or immediate action required; and
- any matters to be taken into account when determining the internal-audit arrangements for 2027/28.

Our ref: U801

21st July 2026

Mrs H Senior
Upton & North Parish Council
The Village Hall
Harewood Lane
Upton
West Yorkshire
WF9 1JB

Dear Helen

ROLES AND RESPONSIBILITIES

The work undertaken will specifically relate to the Annual Internal Audit Report and aiding the Council to fulfil its obligations under Section 1 of the Annual Return. In conducting this work, we will comply with the requirements of

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

AUDIT PLANNING

We will plan our audit with due care to ensure that the appropriate level of resources are made available to conduct our work, and that the council is able to meet its statutory reporting obligations.

REPORTING

We will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report we shall prepare a detailed report on those areas of noncompliance which have led to a qualification.

Where necessary we will attend council meetings, or other meetings with officers or councillors to discuss our audit report and findings. We reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree to this fee, if any, in advance of such a meeting.

INDEPENDENCE AND COMPETENCE

We will ensure that staff conducting and supervising audits are appropriately trained and qualified for the level of work undertaken.

We will ensure that we maintain independence from the day to day activities of the council. We will not provide additional consultancy or advisory services to the council which may compromise our audit independence.

ACCESS TO INFORMATION, MEMBERS AND OFFICERS

In undertaking our work, we will be provided such information as we may reasonably require to complete our audit, subject to reasonable notice. Where we have requested but been unable to obtain such information we will notify the council in writing of the information that we have not received.

The records made available to us will be sufficiently well ordered and maintained as to permit a timely and effective audit.

In order to complete our work we will be provided with access to such records, officers or members as may be appropriate and necessary.

FEES

It should be explained that our charges are based upon the value of time occupied on the work carried out and are also dependent upon the staff required, having regard to the degree of responsibility and skill involved. Invoices are payable on presentation; in the event of late payment interest is charged on unpaid invoices at the rate of 2% per month or part thereof.

ELECTRONIC COMMUNICATION

As you may be aware, internet communications are capable of data corruption and, therefore, we do not accept any responsibility for changes made to such communications after their despatch. It may, therefore, be inappropriate to rely on advice contained in an email without obtaining written confirmation of it. We do not accept responsibility for any errors or problems that may arise through the use of internet communication and all risks connected with sending commercially sensitive information relating to your business are borne by you. If you do not agree to accept this risk, you should notify us in writing that email is not an acceptable means of communication.

It is the responsibility of the recipient to carry out a virus check on any attachments received.

GENERAL DATA PROTECTION ACT

To enable us to discharge the services agreed in this engagement letter, comply with related legal and regulatory obligations and for other related purposes including updating and enhancing client records and analysis for management purposes, as a data controller, we may obtain, use, process and disclose personal data about you / your business / company / its shareholders / members / officers and employees as described in our privacy notice. We confirm when processing data on your behalf that we will comply with the provisions of all relevant data protection legislation and regulation.

You are also an independent controller responsible for complying with data protection legislation and regulation in respect of the personal data you process and, accordingly where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene relevant requirements. Nothing within this engagement letter relieves you as a data controller of your own direct responsibilities and liabilities under data protection legislation and regulation.

Data protection legislation and regulation places obligations on you as a data controller where we act as a data processor to undertake the processing of personal data on your behalf, for instance where we operate a payroll service for you. We therefore confirm that we will at all times take appropriate measures to comply with relevant requirements when processing data on your behalf. In particular we confirm that we have adequate security measures in place and that we will comply with any obligations equivalent to those placed on you as a data controller.

Our privacy notice, as set out in a separate appendix to these terms of business explains how we process personal data in respect of the various services that we provide.

MONEY LAUNDERING

In common with all accountancy and legal practices the firm is required by the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 to:-

- maintain identification procedures for all new clients;
- maintain records of identification evidence obtained, and
- report, in accordance with the relevant legislation and regulations.

A duty under section 330 of the Proceeds of Crime Act 2002 (POCA) is imposed upon us to report to the Serious Organised Crime Agency (SOCA) if we know, or have reasonable cause to suspect, that you, or anyone connected with your business, are or have been involved in money laundering. Failure on our part to make a report where we have knowledge or reasonable grounds for suspicion constitutes a criminal offence.

The offence of money laundering is defined in the POCA and includes concealing, converting, using or processing the benefits of any activity that constitutes a criminal offence in the UK. It also includes involvement in any arrangement that facilitates the acquisition, retention, use or control of such benefit.

The law obliges us to report any suspicion of money laundering to SOCA without your knowledge or consent. We may commit a criminal offence of tipping off if we were to inform you that a report had been made. As a result, neither the firm's principals nor staff may enter into any correspondence or discussion with you regarding such matters.

We are not obliged to undertake work for the sole purpose of identifying suspicions of money laundering.

OTHER

If at any time you wish to discuss how our service could be improved or if you are dissatisfied with the service you are receiving please contact one of the directors.

We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If, on investigation, your complaint is considered justified, either in whole or in part, we undertake to do everything reasonable to put it right. Where we are unable to resolve matters between us, you are entitled to complain to the CIMA Alternative Dispute Resolution (ADR) Facility.

We trust that this letter will be clear and helpful to you but if there are any aspects on which you would like to have further information or discussion please do not hesitate to let us know. If you agree that the foregoing correctly sets out the arrangements agreed between us please sign the attached copy letter and return it to us.

Yours sincerely

For Integra (Yorkshire) Ltd



Alison Cocliff BA (Hons) ACMA, CGMA

Managing Director

I have read this letter and agree to its contents.

Signed

Position

Dated



STANDARD TERMS AND CONDITIONS

1 Applicable law

- 1.1 This engagement letter shall be governed by, and construed in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter (including the firm's terms of business) and any matter arising from it. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum, or to claim that those Courts do not have jurisdiction.
- 1.2 Persons who are not party to this agreement shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement. This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.
- 1.3 The advice we give you is for your sole use and is confidential to you and will not constitute advice for any third party to whom you may communicate it. We will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

2 Quality of service

We aim to provide you with a fully satisfactory service and Alison Louise Cocliff BA (Hons) ACMA, CGMA as engagement partner will seek to ensure that this is so. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If we do not answer your complaint to your satisfaction you may of course take up the matter with the CIMA Alternative Dispute Resolution (ADR) Facility by whom we are regulated.

3 Investment advice

- 3.1 We are not authorised by the Financial Conduct Authority to conduct Investment Business. If you require investment business services we will refer you to a firm authorised by the Financial Conduct Authority.

4 Fees

- 4.1 Our fees may depend not only on the time spent on your affairs by the partners and our staff and on the levels of skill and responsibility involved, but also the level of risk identified and any advice provided. Unless otherwise agreed, our fees will be billed at appropriate intervals during the course of the year and will be due on presentation.
- 4.2 We may indicate a fixed/indicative fee for the provision of specific services. We will not usually identify fixed fees for more than a year in advance as these may need to be revised

in light of subsequent events. Where we estimate our fees for any specific work, this will not be binding unless this is clearly stated to you.

- 4.3 If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees. Accordingly we would like to point out that it is in your interests to ensure that your records etc., are completed to the agreed stage.

Our fees will exclude out of pocket expenses. Out of pocket expenses (plus VAT (if applicable)) will be billed as incurred for reimbursement by you.

- 4.4 Invoices are payable in full within 30 days of issue.
- 4.5 In some cases we will request that clients make arrangements to pay a proportion of their fee on a monthly standing order. These standing orders will be applied to fees arising from work agreed in this letter of engagement for the current and ensuing years. Once we have been able to assess the amount of work and time involved we would be grateful if you would agree to pay an amount to us on a regular basis.
- 4.6 Our terms relating to payment of amounts invoiced and not covered by standing orders, where appropriate, are strictly 30 days net. Prompt payment discounts may only be taken if the payment is received by us within 14 days of the date of issue of any invoice. Interest will be charged on all overdue debts at the rate stated on the invoice, which is currently 2%., or at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998, whichever is the higher.

5 Retention of and access to records

- 5.1 During the course of our work we will collect information from you and others acting on your behalf and will return any original documents to you following the preparation of your accounts and returns.
- 5.2 Whilst certain documents may legally belong to you, we intend to destroy correspondence and other papers that we store which are more than seven years old, other than documents which we consider to be of continuing significance. If you require retention of any document you must notify us of that fact in writing.

6 Proceeds of Crime Act 2002 and Money Laundering Regulations 2017

- 6.1 In common with all accountancy and legal practices, we are required by the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2017 to:
- have due diligence procedures for the identification of all clients;
 - maintain appropriate records of evidence to support customer due diligence; and
 - report in accordance with the relevant legislation and regulations.

7 Electronic communication

- 7.1 Internet communications are capable of data corruption and therefore we do not accept any responsibility for changes made to such communications after their despatch. It may therefore be inappropriate to rely on advice contained in an e-mail without obtaining written confirmation of it. We do not accept responsibility for any errors or problems that may arise through the use of internet communication and all risks connected with sending commercially sensitive information relating to your business are borne by you. If you do not agree to accept this risk, you should notify us in writing that e-mail is not an acceptable means of communication.
- 7.2 It is the responsibility of the recipient to carry out a virus check on any attachments received.

8 General Data Protection Act

- 8.1 To enable us to discharge the services agreed in this engagement letter, comply with related legal and regulatory obligations and for other related purposes including updating and enhancing client records and analysis for management purposes, as a data controller, we may obtain, use, process and disclose personal data about [you / your business / company / partnership / its shareholders / members / officers and employees] as described in our privacy notice. We confirm when processing data on your behalf that we will comply with the provisions of all relevant data protection legislation and regulation.
- 8.2 You are also an independent controller responsible for complying with data protection legislation and regulation in respect of the personal data you process and, accordingly where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene relevant requirements. Nothing within this engagement letter relieves you as a data controller of your own direct responsibilities and liabilities under data protection legislation and regulation.
- 8.3 Data protection legislation and regulation places obligations on you as a data controller where we act as a data processor to undertake the processing of personal data on your behalf, for instance where we operate a payroll service for you. We therefore confirm that we will at all times take appropriate measures to comply with relevant requirements when processing data on your behalf. In particular we confirm that we have adequate security measures in place and that we will comply with any obligations equivalent to those placed on you as a data controller.
- 8.4 Our privacy notice, as set out in a separate appendix to these terms of business explains how we process personal data in respect of the various services that we provide.

9 Confidentiality

- 9.1 Where you give us confidential information, we confirm that we shall at all times keep it confidential, other than as required by law, by our insurers, or as provided for in regulatory (including external peer reviews), ethical or other professional statements relevant to our engagement.

10 External review

- 10.1 As part of our ongoing commitment to providing a quality service, our files are periodically reviewed by an independent regulatory or quality control body. These reviewers are highly experienced and professional people and, of course, are bound by the same rules for confidentiality as us.

11 Professional rules and practice guidelines

We will observe and act in accordance with the bye-laws, regulations and Code of Ethics of the CIMA and accept instructions to act for you on this basis. In particular you give us the authority to correct errors made by HMRC where we become aware of them. We will not be liable for any loss, damage or cost arising from our compliance with statutory or regulatory obligations. You can see copies of these requirements in our offices. The requirements are also available on the internet at www.cimaglobal.com.

12 Conflicts of interest

- 12.1 We reserve the right during our engagement with you to deliver services to other clients whose interests might compete with yours or are or may be adverse to yours, subject to our confidentiality clause. We confirm that we will notify you immediately should we become aware of any conflict of interest involving us and affecting your business.
- 12.2 If a conflict of interest should arise, either between two or more of our clients, or in the provision of multiple services to a single client, we will take such steps as are necessary to deal with the conflict. In resolving the conflict, we would be guided by our Code of Ethics which can be viewed on the internet at the address above.

13 Intellectual Property Rights

We will retain all copyright in any document prepared by us during the course of carrying out the engagement save where the law specifically provides otherwise.

14 Interpretation

If any provision of this engagement letter or enclosed schedules is held to be void, then that provision will be deemed not to form part of this contract.

15 Internal disputes within a client

If we become aware of a dispute between the parties who own or are in some way involved in the ownership and management of the business, it should be noted that our client is the business and we would not provide information or services to one party without the express knowledge and permission of all parties. Unless otherwise agreed by all parties we will continue to supply information to the normal place of business. If conflicting advice, information or instructions are received from different principals in the business we will refer the matter back to the board of directors or the partnership and take no further action until the board or partnership has agreed the action to be taken.

16 Lien

Insofar as we are permitted to so by law or professional guidelines, we reserve the right to exercise a lien over all funds, documents and records in our possession relating to all engagements for you until all outstanding fees and disbursements are paid in full.

17 Limitation of Liability

We will provide our services with reasonable care and skill. Our liability to you is limited to losses, damages, costs and expenses caused by our negligence or wilful default.

Exclusion of liability for loss caused by others

We will not be liable if such losses, penalties, surcharges, interest or additional tax liabilities are due to the acts or omissions of any other person or due to the provision to us of incomplete, misleading or false information or if they are due to a failure to act on our advice or a failure to provide us with relevant information.

Exclusion of liability in relation to circumstances beyond our control

We will not be liable to you for any delay or failure to perform our obligations under this engagement letter if the delay or failure is caused by circumstances outside our reasonable control.

Exclusion of liability relating to the discovery of fraud etc

We will not be responsible or liable for any loss, damage or expense incurred or sustained if information material to the service we are providing is withheld or concealed from us or misrepresented to us. This applies equally to fraudulent acts, misrepresentation or wilful default on the part of any party to the transaction and their directors, officers, employees, agents or advisers.

This exclusion shall not apply where such misrepresentation, withholding or concealment is or should (in carrying out the procedures which we have agreed to perform with reasonable care and skill) have been evident to us without further enquiry.

Indemnity for unauthorised disclosure

You agree to indemnify us and our agents in respect of any claim (including any claim for negligence) arising out of any unauthorised disclosure by you or by any person for whom you are responsible of our advice and opinions, whether in writing or otherwise. This indemnity will extend to the cost of defending any such claim, including payment at our usual rates for the time that we spend in defending it.

18 Limitation of Third Party Rights

The advice and information we provide to you as part of our service is for your sole use and not for any third party to whom you may communicate it unless we have expressly agreed in the engagement letter that a specified third party may rely on our work. We accept no responsibility to third parties to whom the engagement letter is not addressed,

or for any advice, information or material produced as part of our work for you which you make available to them. A party to this agreement is the only person who has the right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.

19 Period of engagement and termination

Unless otherwise agreed in the engagement covering letter our work will begin when we receive your implicit or explicit acceptance of that letter. Except as stated in that letter we will not be responsible for periods before that date.

Each of us may terminate this agreement by giving not less than 21 days notice in writing to the other party except where you fail to cooperate with us or we have reason to believe that you have provided us or HMRC with misleading information, in which case we may terminate this agreement immediately. Termination will be without prejudice to any rights that may have accrued to either of us prior to termination.

In the event of termination of this contract, we will endeavour to agree with you the arrangements for the completion of work in progress at that time, unless we are required for legal or regulatory reasons to cease work immediately. In that event, we shall not be required to carry out further work and shall not be responsible or liable for any consequences arising from termination.

20 Professional rules and statutory obligations

We will observe and act in accordance with the bye-laws, regulations and ethical guidelines of the CIMA Alternative Dispute Resolution (ADR) Facility and will accept instructions to act for you on this basis. In particular you give us the authority to correct errors made by HMRC where we become aware of them. We will not be liable for any loss, damage or cost arising from our compliance with statutory or regulatory obligations.

21 Tax Credits

If we agree to advise you on tax credits we will issue a separate letter or schedule to cover this area. Tax credits are, in effect, a social security benefit. Your entitlement or otherwise will depend not only on your own circumstances but also those of your household and we would require all relevant information to advise in this regard.

Annual Internal Audit Report 2025/26

UPTON AND NORTH ELMSALL PARISH COUNCIL

WWW.UP-NE-PARISHCOUNCIL.CO.UK

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

5/3/2026

DD/MM/YYYY

DD/MM/YYYY

ALISON JAM COULIFFERNAL AUDITOR

Signature of person who carried out the internal audit

A. Couliff

SIGNATURE REQUIRED

Date

11/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

12th May 2026**Annual Upton & North Elmsall Parish Council Internal Audit Report – Year Ended 31st March 2026****1. Appointment**

In accordance with Accounts and Audit Regulations I am the appointed Internal Auditor to Upton and North Elmsall Parish Council.

2. Audit process

The extent of the internal audit for 2025/26 is the adequacy and accuracy of accounting records and internal control within the accounting function as recorded on the 'Rialtas Business System'

On 5th March 2026 the main accounting areas investigated and tested was the accounting system for the month of January 2026.

The areas investigated for January 2026:

- i) The opening and closing bank balance agree to the bank statements.
- ii) A check on the expenditure shown on the 'Rialtas Business System' where the invoices and direct debits are entered:
 - (1) The VAT on the Euro Digital invoices of £12.20 was not claimed.
 - (2) There was VAT not reclaimed on invoices from Amazon for ink.
- iii) There are recent invoices from Peninsula. It was recommended to consider the contract and ensure that correct notice is given if and when the Council choose to end the agreement.
- iv) The VAT refund for 31st December 2025 was received on 15th January 2026 and agrees with the VAT return submitted.
- v) Payroll is completed by Integra (Yorkshire) Ltd. PAYE and NI has been checked and all payments are up to date.
- vi) Wages were paid on 2nd February 2026 for the January payroll. This is incorrect and they should have been paid on 30th January 2026 as this was the last working day of the month.
- vii) Concern was raised over the single authorisation on the bank account. The Clerk should not be given the sole responsibility for all transactions, there should be dual authorisation in place. This is to protect the council and also the Clerk.

On 11th May there was a review of control systems considered the 'close down' of the year end, the accuracy and completeness of prints for the year to 31st March 2026.

The areas investigated were:

- I. Income categories comprised mainly of Precept for WMDC, the amount received agrees with the budget amount. There is also income from hall rental, allotment rentals and land for horses.
- II. The VAT balance on the Balance sheet at the end of the year in the accounts agrees with the VAT return for 31st March 2026.
- III. All bank balances agree to the bank statements.
- IV. A check on two invoices in March, namely Utility Warehouse and Wilko, agree with the bank statements.
- V. The standing order for wages has been altered to be on the last working day of the month.

- VI. Payments made in March 2026 were shown in the minutes to be approved at the meeting in February 2026.
- VII. There is still no segregation of duties for authorising of payments on the bank.
- VIII. Asset register for 31st March 2026 is up to date and showing on the website.
- IX. Once the new website is live it is best to check and ensure all historic annual accounts information is showing online.

3. Final comments

A review of the Annual Internal Audit Report was carried out and signed.

The dual authorisation of bank payments needs to be resolved asap. The bank forms are in the process of being signed and issued to the bank.



Alison Cocliff
Integra (Yorkshire) Ltd

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

SCHOOL STREET PLAY AREA - DAMAGE TO SAFETY SURFACING

Purpose of Report

To inform Members of damage to the safety surfacing at School Street Play Area, which was brought to the Clerk's attention by Cllr Atherton, and to present the quotation obtained from Sutcliffe Play for repair of the affected area.

The report also reminds Members of the Council's previous resolution that, should further damage occur to the surface, alternative and more cost-effective flooring options would be explored, and asks Council to determine how it wishes to proceed.

Previous Council Decision

The surfacing at School Street Play Area has required repair previously.

At the Parish Council meeting held on 18 November 2025, Members considered a quotation from Sutcliffe Play covering replacement play equipment, installation of a previously purchased swing seat and repair of the safety surfacing.

Council approved those works at a total cost of £3,587.63 excluding VAT. At the same meeting, Council also resolved:

- "that alternative, cost-effective flooring options be explored should future damage occur."

As further damage has now occurred, Members may therefore wish either to proceed with another repair or to reconsider the longer-term approach to the surfacing in accordance with the previous resolution.

Current Repair Quotation

Sutcliffe Play has provided a quotation for repair of the rubber surfacing at a cost of:

- £1,213.00 excluding VAT

The quotation is valid for 90 days and is attached to this report for Members' consideration.

Options for Consideration

Members may wish to consider the following options:

1. Approve the Sutcliffe Play quotation of £1,213.00 excluding VAT, with £1,000.00 funded from the School Street Green Maintenance budget and the remaining £213.00 funded from General Reserves.
2. Explore alternative surfacing in accordance with the Council's November 2025 resolution and instruct the Clerk to obtain information and quotations for suitable, compliant, durable and cost-effective safety-surfacing solutions before a further decision is made.
3. Agree an alternative course of action considered appropriate by Council.

If Members decide not to undertake an immediate repair, consideration should also be given to any temporary measures required in the affected area pending a longer-term solution.

Financial Implications

The School Street Green Maintenance budget has an available balance of £1,000.00. If Council approves the Sutcliffe Play quotation of £1,213.00 excluding VAT, the remaining £213.00 would need to be funded from General Reserves.

The financial implications of alternative surfacing options are not currently known and would need to be established through further quotations.

Recommendation

Members are asked to consider the current damage to the School Street Play Area surfacing, the quotation received from Sutcliffe Play and the Council's previous resolution regarding future damage, and to determine how they wish to proceed.

3rd September 2026 – Photograph of Damage to School Street Play Area Safety Surface





**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

SCHOOL STREET ALLOTMENT SITE

Purpose of Report

To present the transfer documentation for the School Street allotment site and enable the Council to decide whether it still wishes to proceed with public consultation and what further action is required.

Background

On 16th June 2026, the Council resolved that no further expenditure be committed to asbestos removal at School Street Allotments at that stage, and that public consultation take place before any further decision regarding the site (minute 42).

On 21st July 2026, a questionnaire and public drop-in session were approved in principle. The Clerk was asked to confirm the legal restrictions affecting the land and seek National Allotment Society advice regarding any proposed change of use, with the findings reported to Council before the consultation was launched (minute 73).

Key Information from the Transfer

The transfer dated 4th March 2009 records the transfer of the site from Wakefield Council to the Parish Council for £1. School Street is identified on plan 7373A.

Panel 12, under 'Restrictive covenants by the transferee', clause (i), states:
'Not to use the Property for any purpose other than as Allotment gardens'

The transfer also requires prior written consent from Wakefield Council's Head of Property Management, or their successor, for further structures. It also refers to covenants in earlier title records, so it should not be treated as a complete legal review of every restriction affecting the site.

What This Means

The land is currently restricted to use as allotment gardens. Wider community or non-allotment uses should not be presented as available through consultation unless further advice establishes how a proposed change of use could lawfully proceed.

The covenant does not require the Council to approve a particular redevelopment scheme or reopen the site immediately. The Council may first decide whether it still wishes to consult and, if so, what that consultation should cover.

Options for Council

1. Proceed with public consultation focused on future allotment provision. The previously approved questionnaire and Village Hall drop-in session could be revised for this purpose. Council should also determine the consultation period; six weeks was proposed in July but was not formally agreed.
2. Defer public consultation while the Clerk obtains further advice from the National Allotment Society, Wakefield Council and/or legal advisers.
3. Do not proceed with public consultation at this stage and determine any alternative next steps.

If Consultation Proceeds

The consultation could focus on demand for plots, preferred plot sizes, barriers to taking on a plot and priorities such as access, water, security and accessible growing facilities. The consultation material should also explain the asbestos issue, the restriction to allotment use and the work that would need to be assessed before the site could reopen.

Further Advice

No further enquiries have been made at this stage. It was necessary first to establish the restriction contained in the transfer, as the nature of any further advice will depend on the direction the Council now wishes to take.

Financial Implications

There are no immediate financial implications arising from receiving and considering the transfer. If consultation proceeds, there would be officer time and possible printing, publicity and postage costs. Any spending limit and budget source would need to be agreed before launch. Legal or professional advice, remediation and redevelopment costs would be considered separately.

Recommendation

That the Council receives and notes the transfer documentation and the covenant restricting the site to allotment-garden use, selects one of the options above, and determines any consultation arrangements, further enquiries or other actions required.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Give full name(s).

Complete as appropriate where the transferor is a company.

Give full name(s).

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1	Title number(s) out of which the property is transferred: WYK 621814 and WYK 472336
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	Property: The property is identified ☒ on the attached plans 7373A and 7373B shown: edged red ☐ on the title plan(s) of the above titles and shown:
4	Date: <i>4th March 2009</i>
5	Transferor: THE COUNCIL OF THE CITY OF WAKEFIELD <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in England and Wales including any prefix:
6	Transferee for entry in the register: UPTON & NORTH ELMSALL PARISH COUNCIL <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in England and Wales including any prefix:



Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

Any other land affected should be defined by reference to a plan and the title

7 Transferee's intended address(es) for service for entry in the register:

The Village Hall, Harewood Lane Upton Pontefract West
Yorkshire WF9 1JB

8 The transferor transfers the property to the transferee

9 Consideration

☒ The transferor has received from the transferee for the property the following sum (in words and figures):

one Pound (£1.00) p.p.

☐ The transfer is not for money or anything that has a monetary value

☐ Insert other receipt as appropriate:

10 The transferor transfers with

☒ full title guarantee

☐ limited title guarantee

11 Declaration of trust. The transferee is more than one person and

☐ they are to hold the property on trust for themselves as joint tenants

☐ they are to hold the property on trust for themselves as tenants in common in equal shares

☐ they are to hold the property on trust:

12 Additional provisions

Definitions

- (1) "Transferor" and "Transferee" shall include their respective successors in title.
- (2) "The Plan" means the plan attached hereto.
- (3) "The Retained Land" means the remaining land in title number WYK472336 owned by the Transferor and each and every part thereof and includes where this Transfer so permits buildings now or hereafter erected thereon
- (4) "the HPM" means the Council's Head of Property Management from time to time or successor in similar office or function
- (5) "Perpetuity Period" shall mean one period of time of 80 years commencing from the date hereof
- (6) "Service Media" means sewers drains gas or water pipes electricity telephone wires cables or conduits and all other conducting media and apparatus of any kind whatsoever (whether or not existing at the date hereof)

Rights granted for the benefit of the property

numbers referred to in panel 2.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

Rights reserved for the benefit of other land

There is excepted and reserved in fee simple out of the Property in favour of the Transferor and for the benefit of the Retained Land and any other land capable of taking the benefit thereof the following rights:

- (i) Full free right and liberty to use and make connection to the Service Media now or within the Perpetuity Period to be made in under or over all parts of the Property (other than the Restricted Areas) provided that such Service Media has sufficient capacity to serve the Retained Land and the Property together with the right at all times to enter upon the Property (other than the Restricted Areas) to make and lay such connections whether in connection with the present or future use of the Retained Land and for the purposes of inspecting cleansing maintaining repairing relaying and enlarging the Service Media or the connections as aforesaid subject to the Transferor (a) giving not less than 28 day's prior written notice to the Transferee of any proposed works (b) providing safe and reasonable access to the Property at all times and (c) making good to the full satisfaction of the Transferee the surface of the Property and any damage occasioned to the Service Media or the Property by the exercise of this right together with the right to grant the use of the Service Media and/or connections in under or over all parts of the Property (other than the Restricted Areas) to any other person subject to such person complying with the requirements of this sub-clause
- (ii) Subject to giving one months written notice at all times except in the case of an emergency full free right and liberty to enter on such part of the Property with or without vehicles materials and equipment for the purpose of inspecting and carrying out any works of whatsoever nature to or on the Retained Land or building erected thereon or other adjoining or neighbouring land

Include words of covenant.

Restrictive covenants by the transferee

The Transferee covenants with the Transferor pursuant to Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 and as a further and separate covenant and so as to bind the Property and each and every part or parts thereof into whosoever hands the same may come and so that this further covenant shall be for the benefit and protection of any adjoining or Retained Land of the Transferor and each and every part thereof that the Transferee and those deriving title under the Transferee shall observe and perform the following conditions and

stipulations:-

- (i) Not to use the Property for any purpose other than as Allotment gardens**
- (ii) Not to use the Property in such a manner as to cause injury, nuisance, damage or annoyance or give rise to injury, nuisance, damage or annoyance to the Transferor or its successors in title or the Transferor's lessees, tenants, owners or occupiers of the adjacent or neighbouring land and the Transferee will indemnify and keep indemnified the Transferor against all actions costs claims and demands whatsoever arising out of the use and occupation of the Property or any building now or hereafter erected thereon or the breach of the covenants conditions stipulations agreements and declarations herein contained provided that the permitted user compliant with the Planning Permission shall not be deemed to be a breach of the foregoing**
- (iii) Not to place erect or maintain any further structure upon the Property without the previous written consent of the HPM such consent not to be unreasonably withheld or delayed**
- (iv) To immediately make good any damage caused to the Retained Land to the satisfaction of the Transferor arising out of any use of the Property and in the event that the Transferor giving notice thereof to the Transferee and diligently proceeding with the same then the Transferor may make good such damage at the expense of the Transferee and the costs and expenses incurred by the Transferor in carrying out the said works shall be a debt immediately due from the Transferee as a liquidated sum**

The Transferee to the intent and so as to bind (so far as it has legal capacity to and so far as is practicable) the Property and any part or parts thereof into whosoever hands the same may come and to the benefit and protect any mines or minerals in which The Coal Authority has any interest and which provide subjacent or lateral support for the Property or any part or parts thereof hereby covenant with The Coal Authority that the Transferee will at all times hereafter perform and observe the restrictions contained in paragraph 5 of the Fourth Schedule to a Conveyance dated 11 May 1990 referred to in the Charges Register of the title number WYK 472336 and made between British Coal Corporation (1) and The Transferor (2) so far as the same may affect the Property

The perpetuity period applicable under the rule against perpetuities in relation to the covenants hereinbefore contained shall be of a duration equal to 80 years from 11 May 1990

Include words of covenant.

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

Restrictive covenants by the transferor

Other Covenants

The Property is sold subject to and (where appropriate) with the benefit of all the covenants conditions and matters contained or referred to in Title Numbers WYK829708 and WYK472336 so far as the same affect the Property or any part of the Property and the Transferee covenants to observe and perform the covenants and conditions contained or referred to in the Title Numbers and to indemnify and keep the Transferor and its successors in title fully and effectually indemnified against all actions proceedings damages costs claims and expenses which may be suffered or incurred by the Transferor or its successors in title in respect of any future breach or non-observance or non-performance of those covenants conditions and matters

Declarations

The Transferee hereby agrees and declares that the Transferee or the Transferee's successors in title shall not be entitled to any easement or right of light or air or other easement or right to the Property which would restrict or interfere with the free use of any part of the adjacent or neighbouring land of the Transferor and that any enjoyment had by the Transferee or the Transferee's successors in title inconsistent with the rights of the Transferor hereunder shall be deemed to be had by leave or licence of the Transferor and not as of right

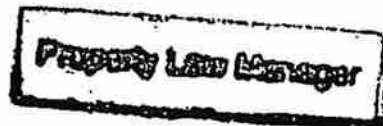
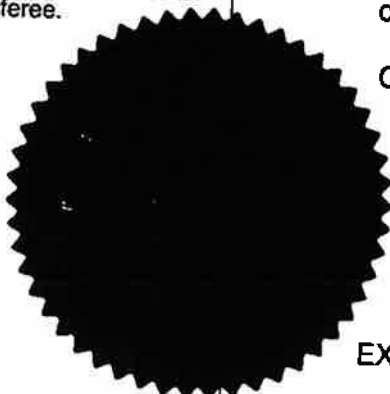
Other Provisions

This Transfer does not create any right enforceable by any person not a party to it and the provisions of the Contracts (Rights of Third Parties) Act 1999 do not apply to this Transfer

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

13 Execution.

EXECUTED as a Deed (but not delivered until the date hereof) by affixing the common seal of THE COUNCIL OF THE CITY OF WAKEFIELD in the presence of:-



EXECUTED as a Deed (but not delivered until the date hereof) by the said UPTON & NORTH ELMSALL PARISH COUNCIL

in the presence of:-

66872

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

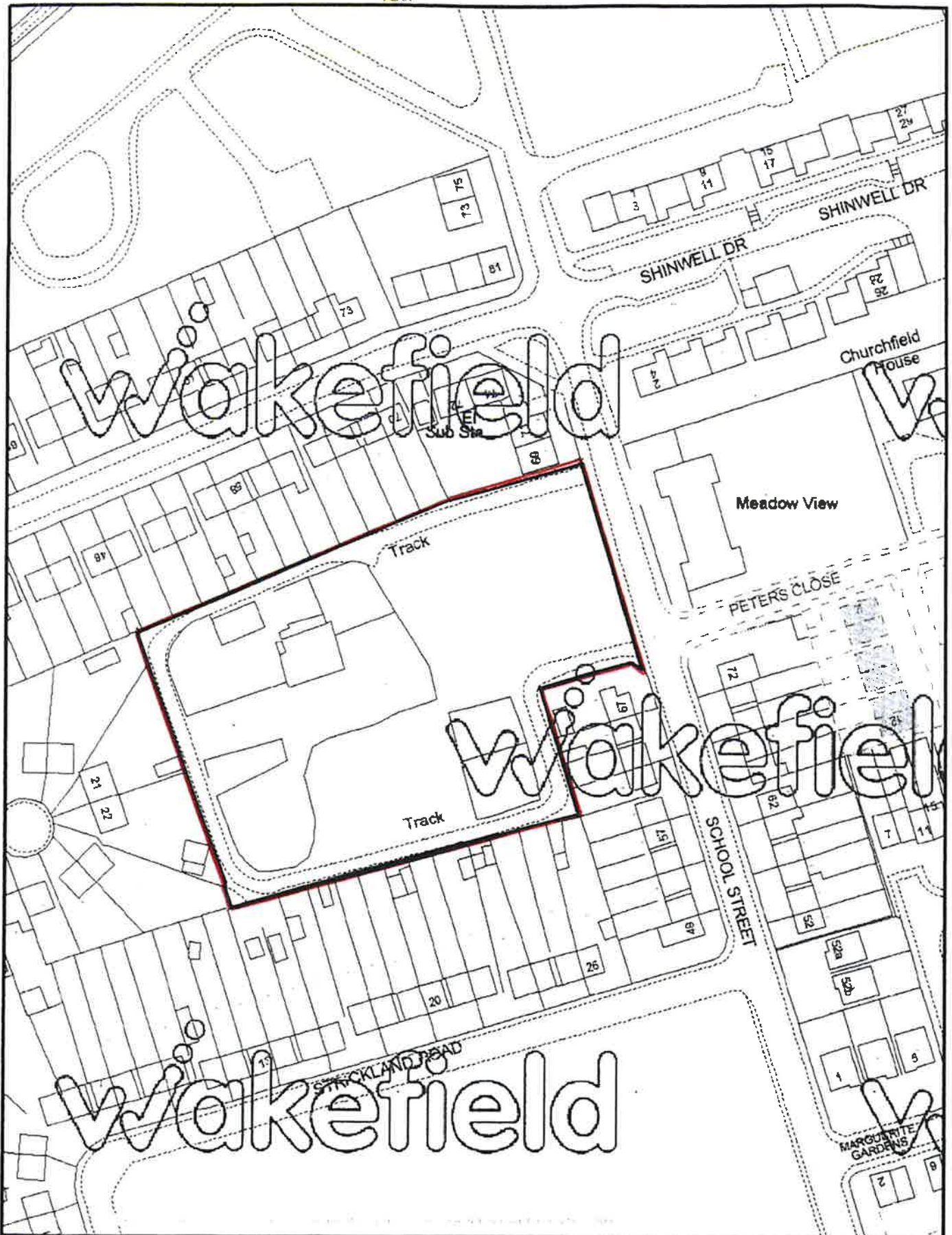
Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.



PLAN

1373 A



wakefield
City of Wakefield Metropolitan District Council

Plan provided for WMDC business use only
School Street Allotments, Upton

Created by:
Date 17/4/2008
Scale 1/1250
Centre = 448883 E 413900 N

Detail added from
W.M.D.C records



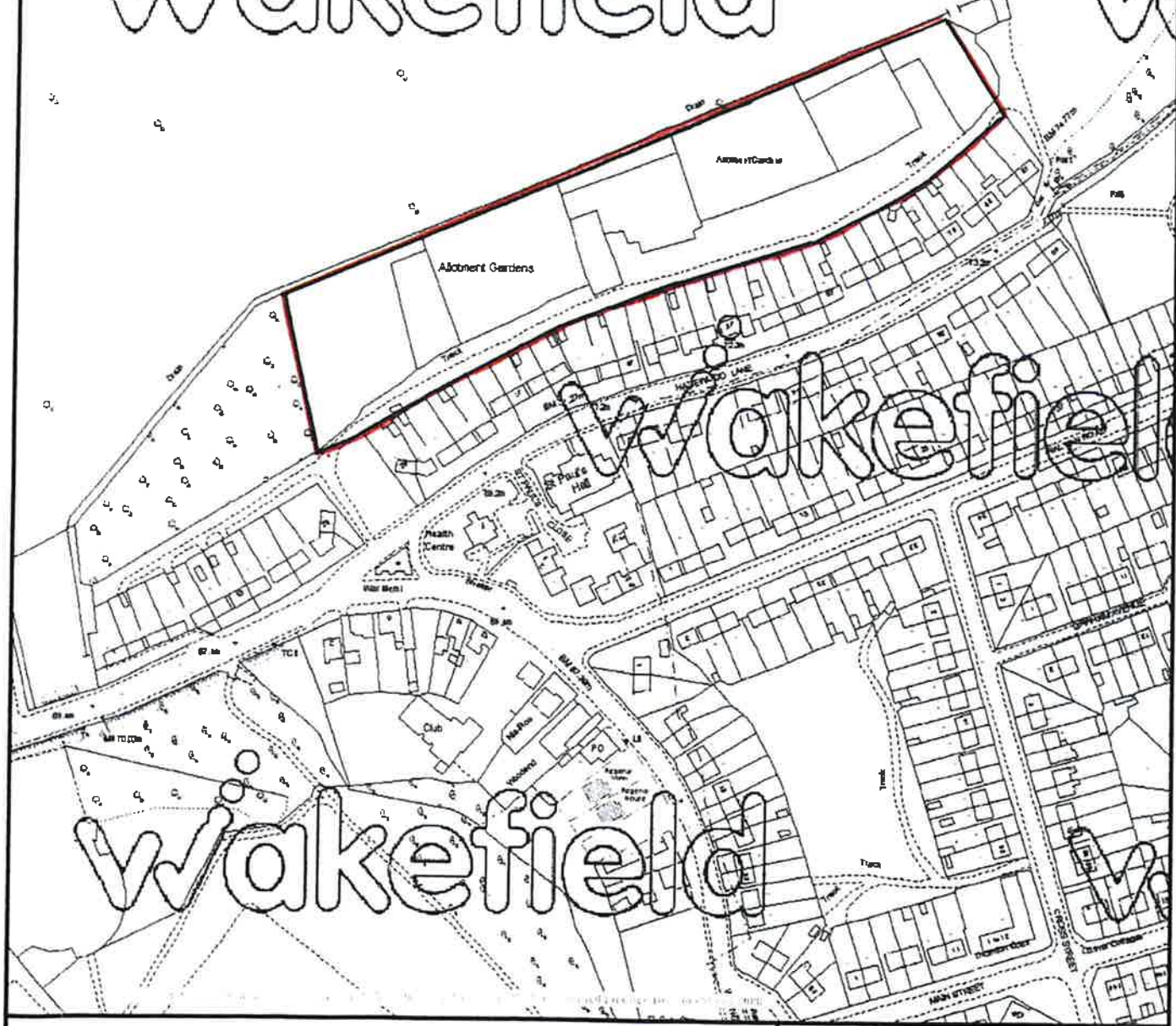
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wakefield



Plan provided for WMDC business use only
Harewood Lane Allotments, Upton

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Date 17/4/2008
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Centre = 448528 E 413978 N
Detail added from
W.M.D.C records



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**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

ACCESS TRACK TO THE REAR OF HAREWOOD LANE

Purpose of Report

To consider concerns regarding unauthorised parking and storage on Parish Council land beside the access track to the rear of Harewood Lane, together with the use of the track by quad bikes, e-bikes and motorbikes, and to agree appropriate action.

Background

The access track runs between the rear of properties on Harewood Lane and the boundary fence of the Harewood Lane allotments. The land immediately adjoining the residents' gardens is privately owned. The land on the opposite side of the track, alongside the allotment fencing, belongs to the Parish Council. No permission has been granted for residents or other parties to park vehicles or store machinery or other materials on the Council's land.

Two written complaints have been received from residents. The concerns raised include:

- cars, vans, tractors and other machinery or materials being parked or stored on the Council-owned side of the track;
- existing no-parking signage being disregarded;
- the track becoming narrowed or obstructed, affecting safe pedestrian and vehicle access; and
- quad bikes, e-bikes and motorbikes using the track as a cut-through to the adjoining agricultural fields.

Although the parking and storage appears to involve only two or three properties, the number and size of the vehicles and the quantity of materials have increased to the point that the matter needs to be addressed.

The Council can act as landowner in relation to its own land and any interference with access. It cannot control items kept wholly on residents' private land in that capacity.

Matters for Consideration

A proportionate first step would be to write to the affected properties and, where identifiable, the owners or users of the vehicles and materials. The letter would explain the boundary, require all items to be removed from Parish Council land within a specified period and make clear that further parking or storage will not be permitted.

Following the expiry of the specified period, the area could be monitored and the outcome reported to a future meeting. If the request is not complied with, the Council could then consider replacement or additional signage, legal advice or other proportionate enforcement action.

Clearer or additional signage may help to identify the Council-owned area and reinforce that parking, storage and unauthorised motor-vehicle access are prohibited. If the written request is not complied with, the Clerk could seek appropriate legal advice before any further enforcement action is taken.

A lockable gate or removable bollard could deter quad bikes, e-bikes and motorbikes from using the track as a cut-through. Before any physical restriction is installed, the Council would need to check the title, the highway or public-right-of-way status of the track and any private rights of access, and ensure that access is retained for authorised residents, allotment users, emergency services, Council contractors and adjoining landowners or occupiers. Quotations and suitable access-control options could then be brought back to Council.

Dangerous or antisocial use of off-road vehicles, and any suspected criminal activity, should also be reported to West Yorkshire Police. The Council may raise the recurring problem with the local Neighbourhood Policing Team, but this would not replace reports of individual incidents.

Recommendation

That the Council:

- notes the concerns raised by residents;
- authorises the Clerk to write to the affected properties and identifiable users, requiring all vehicles, machinery and other materials to be removed from Parish Council land within 14 days and stating that no further parking or storage is permitted;
- agrees that the area be monitored following the expiry of the 14-day period and that the outcome be reported to a future meeting;
- considers whether the Clerk should raise the recurring use of the track by quad bikes, e-bikes and motorbikes with the local Neighbourhood Policing Team; and
- notes the possible further options of replacement or additional signage, legal advice and investigation of a lockable gate or removable bollard, and determines whether any of these should be pursued at this stage.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

P

VILLAGE HALL LEGIONELLA RISK ASSESSMENT

Purpose of Report

To present the Legionella Risk Assessment undertaken at the Village Hall, explain its findings and enable Council to agree the management, monitoring and remedial actions required.

Background

Following reports of an unusual taste from the hot-beverage water boiler, the installer inspected the appliance and associated pipework. No fault was identified, but water hygiene and Legionella were suggested as possible further matters to investigate. As no previous Legionella Risk Assessment could be identified, the Clerk obtained a quotation from Absolute Water Compliance for an assessment of the Village Hall's water systems.

The cost was below £500 and was authorised by the Clerk under delegated authority as a health and safety matter. The assessment was undertaken on 16th July 2026 and the report was received on 22nd July 2026.

Absolute Water subsequently confirmed that the under-capacity finding relates to the 25-litre Hyco water heater serving the building's hot-water outlets, rather than the separate hot-beverage boiler. The hot-beverage boiler and drinking-water chiller were included within the assessment.

Assessment Outcome

The assessment did not identify an immediate risk requiring escalation. It records the building's overall inherent and residual Legionella risk as Low. However, its Management and Control arrangements are rated High because no formal Legionella policy, site-specific written scheme, named responsibilities, training, control logbook or routine monitoring records were in place.

The report lists 21 high-priority matters. Most arise from the absence of a formal management system and do not represent 21 separate physical defects. The assessor recommends that high-priority actions are addressed within three months and medium-priority actions within six months.

Key Findings

- The 25-litre Hyco water heater is under capacity and should be replaced with a suitably sized unit. P
- Cold-water temperatures exceeded 20°C at several outlets. The system and existing controls should be investigated and initial Legionella sampling undertaken.
- Little-used hot and cold-water outlets should be flushed weekly to reduce stagnation, with each flush recorded.
- Scale and debris were identified at the kitchen hand-wash basin.
- A monitoring programme is required, including monthly hot and cold-water temperature checks, six-monthly flushing of the small expansion vessel and an annual management review.
- The internal mains stop tap could not be located during the assessment and should be identified and recorded.

Actions Already Taken

- Weekly flushing of all cold-water outlets has been introduced by the Clerk as an interim measure. The formal written scheme will identify any little-used outlets on both hot and cold supplies and the flushing arrangements required.
- The affected kitchen hand-wash basin outlet has been descaled, cleaned and disinfected and will continue to be monitored by the Clerk and Cleaner.
- A dated record of interim flushing and monitoring will be maintained and transferred into the formal control logbook once established.

Proposed Management Arrangements

The Parish Council, as the body in control of the premises, will remain the dutyholder. Designating a Responsible Person for day-to-day management does not transfer the Council's overall responsibility.

It is proposed that the Clerk be designated as the Responsible Person, subject to completion of appropriate training. Competent specialist support should be used until that training has been completed and thereafter where required. To provide continuity during absence, a suitably trained Deputy Responsible Person should also be identified and designated.

A Legionella Policy will need to be prepared and returned to Council for formal adoption. A site-specific written scheme, control logbook and monitoring programme can then be established and implemented, with specialist assistance where necessary. The assessor recommends review of the Risk Assessment within two years. It should be reviewed sooner if the water system or use of the building changes, monitoring indicates that controls are ineffective, key personnel change, or other relevant information becomes available.

Recommendation

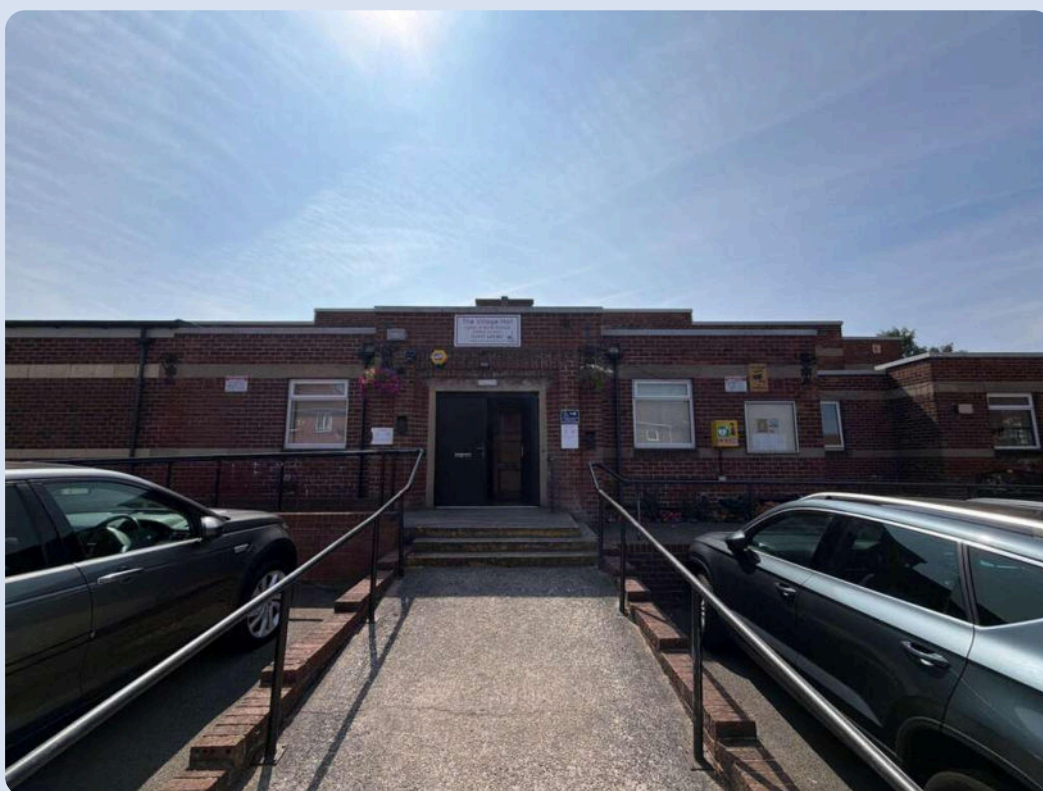
It is recommended that the Council:

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- receives and notes the Legionella Risk Assessment, the Low overall risk rating, the High Management and Control rating, the recommended timescales and the actions already taken;
- confirms that the Parish Council remains the dutyholder and designates the Clerk as the Responsible Person for day-to-day Legionella management, subject to completion of appropriate training, with competent specialist support used until that training has been completed and thereafter where required;
- agrees that a suitably trained Deputy Responsible Person be identified and designated to provide cover and continuity;
- authorises the Clerk to arrange appropriate Legionella management training for the Responsible Person and Deputy Responsible Person within the available budget and delegated spending authority, with any expenditure outside that authority referred to Council;
- authorises the Clerk to arrange initial Legionella water sampling and investigation of the elevated cold-water temperatures, with any further sampling or remedial action determined by the results and competent specialist advice, within the available budget and delegated spending authority;
- authorises the Clerk, with specialist support where required, to establish the site-specific written scheme, control logbook and monitoring programme, and to prepare a Legionella Policy for formal consideration by Council;
- authorises the Clerk to take reasonable steps to locate and identify the internal mains stop tap and to obtain quotations for any specialist assistance required;
- authorises the Clerk to obtain quotations for replacement of the existing 25-litre Hyco water heater with a suitably sized unit, with any proposed expenditure outside delegated authority referred to Council; and
- notes that the Risk Assessment should be reviewed by July 2028, or sooner if circumstances indicate that it may no longer be valid.



Legionella Risk Assessment



Customer: Upton & North Elmsall Parish Council

Site: The Village Hall

Address: The Village Hall 22 , Harewood Lane, Upton Pontefract , West Yorkshire, WF9 1JB

Date of Assessment: 16/07/2026

Risk Assessor: Scott Looker

Checked By: Craig Taylor

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Introduction

Preamble: Document Overview

The contents within this document has been overviewed prior to distribution. This exercise is to ensure that the process of recording all findings during the survey have been completed as to the requirements of the Absolute Water Compliance process guidelines.

Introduction

ACOP L8 (Fourth edition) and HSG274

The latest version of Approved Code of Practice (ACOP) L8 (Fourth edition) and its associated guidance documents, HSG274 Parts 1, 2 and 3, came into effect in 2013/2014. The ACOP sets out a requirement under the Health and Safety at Work Act (1974), and the Control of Substances Hazardous to Health (COSHH) regulations for the management and control of micro-organisms such as Legionella.

The ACOP provides the legislation through which prosecution may be made under the Health and Safety at Work Act or COSHH legislation. Whilst failure to comply with the ACOP is not in itself an offence, evident contravention of such may be used in evidence as part of the prosecution case.

The ACOP applies to any work undertaken, and to premises used in connection with a trade. All water systems should be considered, with the potential for both the growth of Legionella bacteria, and water dissemination to atmosphere being assessed. The responsibility for management and maintenance of a system should be defined with clear lines of communication and reporting imposed. A written scheme of control or prevention techniques should be applied to minimise the risk areas identified. Records are required to be kept on site at all times for the preceding five years.

The key element from the ACOP is for a Risk Assessment to be carried out on water services liable to give conditions, which may promote the growth of Legionella bacteria and dissemination to atmosphere.

Where the assessment demonstrates that there is no reasonably foreseeable risk, or that the risks are insignificant and unlikely to increase, no further assessment or measures are necessary.

Where the assessment shows that there is a reasonably foreseeable risk; the use of water systems should be controlled or prevented so far as reasonably practicable from that risk.

The written scheme created to minimise the risk should contain such information about the system as is necessary to control or prevent the risk of exposure to Legionella bacteria, including: -

- a) An up-to-date plan showing the basic layout of the system, including parts which are temporarily out of use
- b) Identification of the system structure
- c) A description of the correct and safe operation
- d) The precautions to be taken.

The written scheme should be managed and properly recorded.

Legionella is the bacterium that causes Legionnaires' disease. Of this bacterium, Legionella Pneumophila is the species most commonly associated with disease outbreaks. Legionnaires' disease is identified as a pneumonia type of infection of the lower respiratory tract. The infection is most commonly acquired by the inhalation of airborne droplets or particles containing virulent Legionella bacteria. Exposure to Legionella can also cause a short feverish illness without pneumonia known as Pontiac fever or Lochgoilhead fever.



Research and investigations indicate that the occurrence of Legionella contamination is greatest in; wet cooling towers, evaporative condensers, domestic hot and cold water systems, air washers, spa baths and other systems where water is agitated and re-circulated.

Sediment, scale and organic material present in water systems, can provide nutrients and give protection to Legionella. Legionella has been shown to colonise certain types of water fittings, pipe work and materials used in the construction of water systems. The presence of these materials may provide nutrients for Legionella and make eradication difficult. Other organisms in water systems such as other bacteria, amoeba and algae can provide a suitable habitat and nutrients in which Legionella can survive and multiply.

The formation of bio-films within water systems is undesirable and may also provide harbourage and favourable conditions for Legionella growth. The presence of Legionella in bio-films and in enclosures within protozoa may protect the organisms from remedial measures employed to eradicate the organism.

Legionella is most likely to proliferate in water systems that have temperatures between 20°C and 45°C. Human body temperature of approximately 37°C is the ideal temperature for proliferation. Stagnant water within the above temperature range appears to provide the ideal conditions for proliferation of Legionella. Legionella will survive temperatures below 20°C and between 45 and 50°C, but it is considered to be in a dormant state with no growth activity. The bacterium does not survive temperatures maintained at 50°C or above.

For water samples collected and returned to the laboratory, Legionella Pneumophila is recovered by the propagation of the organism on a specially supplemented nutrient growth medium. Such samples are normally incubated at 36°C $\pm$ 1 °C. It may take up to 10 days for colonies of Legionella to appear. Legionella can be recognised by visual examination of the colonies, followed by a number of laboratory techniques to identify species and serogroup.

Legionnaires' disease is most commonly caused by the inhalation of water droplets contaminated with the Legionella bacteria. It is therefore important that systems susceptible to colonisation by Legionella, and which incorporate an appropriate means for creating and disseminating water droplets should be identified and the risk they present assessed. This identification and assessment is required by ACOP L8 (Fourth edition: 2013).

The assessment must be completed for routine system operation and also for circumstances such as breakdown, abnormal operation, commissioning or other unusual circumstances.

Once the assessment has been completed, a strategy can be prepared for preventing or controlling the risk. The strategy will be based on a sound knowledge of the varying levels of attention required by the differing risk sources within the building.

The assessment takes account of:

- A) The potential for the formation of an aerosol or respirable droplets.
- B) The condition of the water.
- C) Water temperature.
- D) The water turnover rate.
- E) The susceptibility of person(s) exposed to droplets.
- F) The population density exposed to droplets.

Water droplets can be created in various ways such as by spraying, bubbling and following impact onto hard surfaces. Large drops may be reduced to respirable size by further impact or evaporation. Smaller particles can remain airborne for long periods and will be carried on air currents; distances up to 6 Kilometres have been reported.

In undertaking the Risk Assessment and drawing up precautions, particular attention must be paid to situations where:

- 1) The population exposed contains a relatively high number of people susceptible to legionella.
- 2) The density of population is high and therefore the number of people at potential risk is high



ACOP L8 (Fourth edition) and HSG274

The Risk Assessment should be reviewed whenever there is a reason to believe that the original assessment may no longer be valid. The original assessment may be compromised if:

- 1) It is not reviewed regularly
- 2) Changes are made to plant or water systems or its use
- 3) Changes are made to building use in which the water system is installed
- 4) New Information about risks or control measures becomes available
- 5) Results of checks indicate that control measures are no longer effective.

Once a risk has been identified and assessed, a written scheme should be prepared for preventing or controlling it. The risk is heightened when conditions are not monitored, and control of the system is lost, thereby allowing Legionella bacteria to proliferate.

The written scheme should be implemented together with a planned preventative maintenance schedule, in line with that contained within the general recommendations sections of this report. This will meet the requirements of the HSE ACOP L8 (Fourth edition: 2013) and the associated HSG274 guidance documents.

BS8580

This British Standard gives recommendations and guidance on the assessment of the risk of Legionellosis presented by artificial water systems. It is applicable to any undertaking involving a work activity or premises controlled in connection with a trade, business or other undertaking where water is used or stored in circumstances that could cause a reasonably foreseeable risk of exposure to legionellae and contracting Legionellosis.

The standard is applicable to Risk Assessments being undertaken on premises, plant and systems for the first time, and to review and audit where a previous assessment has been undertaken and where control measures might have been implemented.

Objectives

The objective of this Risk Assessment is to ensure compliance with ACOP L8 (Fourth edition), HSG274, HTM04-01 and HTM01-05 as part of which the following shall be performed: -

- a) Identification and assessment of source of risk,
- b) Preparation of a control scheme for preventing, minimising and controlling the risk,

Once completed, the Risk assessment requires reviewing regularly and, in any case, whenever there is reason to believe that the original assessment may no longer be valid.

This assessment is carried out as part of the total "Management Systems Controls" package for the Site/Group and should not be carried out *just to comply*. By this, it is meant that a Risk Assessment should be carried out in order to allow the Site Management to qualify or instigate any remedial or on-going works, and in order to provide the responsible person with the necessary site information for setting up all action plans.

All recommendations made in the Risk Assessment must be made with the specific requirements of the Site and must take into consideration manpower and budgeting considerations. The Report, together with the associated works specifications/procedures, contingency measures, Management Responsibilities and Site Logbooks, must be included in the Management and Procedures Manual.

The following legislation and industrial guidance has been used for the performance of this survey:
Health and Safety at Work Act 1974 – Sections 2, 3 and 4;

Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Amendment 2003;



The Approved Code of Practice and Guidance on Regulations – Legionnaires’ disease ‘The Control of Legionella Bacteria in Water Systems’ L8 (Fourth edition);
Legionnaires’ disease: Technical guidance Part 2: The control of legionella bacteria in hot and cold water systems;
Legionnaires’ disease: Technical guidance Part 3: The control of legionella bacteria in other risk systems;
HTM04-01 (2016) Parts A and B and Supplement;
HTM01-05 (2013) Decontamination in primary care dental practices
British Standard BSEN 806-5: 2012 Specification for installations inside buildings conveying water for human consumption;
BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages;
Water Supply (Water Fittings) Regulations 1999 and Water Byelaws 2000, Scotland;
EC Directive relating to the Quality of Water Intended for Human Consumption (80/778/EEC);

Notes:

- Miscellaneous systems - where assessed, the guidance within HSG 274 Part 3 is used. Otherwise, the system is detailed in Areas of Non-Assessment.

Temperatures have been taken and recorded from all sentinel outlets and a representative number of all other outlets that were accessible and identified to the assessor during the survey. Any water services found in any part of the site/building which were not made available or identified at the time of survey, does not indicate absence. Where outlet temperatures have been taken, these are recorded within the outlet and temperature register survey form in section 4 of this assessment.

We cannot guarantee that all pipe work passing underground or through floors, walls and ceilings has been traced, and it is possible that certain system dead-ends or dead-legs may not have been identified. As a result, any schematic diagram(s) contained within this report only details the visible or assumed pipe work.

Whilst every effort has been made to ensure the accuracy of the content of this document, 3active will accept no responsibility for any omissions that are not included within this document.

Understanding the risk assessment

This risk assessment has been carried out in order to ascertain the possible risk of contracting Legionellosis, including Legionnaires’ disease, from water systems and to produce a control scheme which will identify the maintenance activities required to control or prevent the risk from legionella. The assessment will identify any remedial works that may be required to reduce the risk of growth and dissemination of Legionella. In addition, other health and safety risks have also been included within this report.

The water systems throughout this building, unless otherwise stated, have been surveyed utilising the specific system/asset survey forms within section three of this assessment and any available schematic drawings.

Multiple questions will be asked for all aspects of the water management, assets and services present on the site. Any questions that are answered negatively, will generate a medium or high-risk action and will be summarised within the summary of identified risks section of primary and secondary concerns following each survey form. The corresponding remedial actions and / or controls outlined in section five of this risk assessment should be implemented at the earliest opportunity within the time frames set out below in order to bring the water systems back into compliance.

- Medium Level Legionella Risks Identified:
 - Ø Completion within 0 – 6 months or by agreement
- High Level Legionella Risks Identified:
 - Ø Completion within 0 – 3 months or by agreement

Explanation of risk rating

Medium risk is where conditions, if not addressed or PPM (preventative planned maintenance tasks) are not completed within the required time schedule, but presents no immediate threat to health and safety, which are quantifiable on the surveyor's experience and knowledge.

High risk is where proliferation, dissemination is likely; where PPM (preventative planned maintenance) tasks have not been implemented or carried out correctly and conditions could support legionella proliferation. Where legionella management and training is insufficient or lines of communication are not established or any other health and safety issues identified which are quantifiable on the surveyor's experience and knowledge.

In the event that an immediate risk to health and safety has been identified during the survey; these include, conditions that could support legionella proliferation and general health and safety concerns which are quantifiable on the surveyor's experience and knowledge. Such risks would be identified and reported to the responsible persons prior to this document being written and distributed as required within BS8580:2010 and should therefore, be actioned immediately.

Questions that do not generate a medium or high-risk action will be considered to be of a low risk and will not form any specific action, items not generating an action would indicate that all or specific areas of management and conditions of the water systems are compliant with ACOP L8 Fourth edition and HSG274 and are quantifiable on Surveyors experience and knowledge. However, the assessor may bring to attention low risk items as areas of improvement that will further reduce the risk of either proliferation or dissemination of the legionella bacteria as an observation/recommendation as a guidance for best practice only and not as an action. Such observations and other low risk recommendations will be outlined within the assessor notes in section 6.

In performing this assessment, only areas, water assets and services made available to the assessor have been included and assessed.

Known areas, water assets and services that are required to be included in the scope of works of this assessment, but, not made available to the assessor will be listed within areas of non assessment. Any areas not included in the scope of works for this assessment, but deemed to be a risk, will also be listed in areas of non assessment.

The assessor will require a competent site representative who has knowledge of the water systems as well as their own technical knowledge in the judgement of the water systems being assessed within this document. This is a requirement of BS8580.

In accordance with ACOP L8 (Fourth edition: 2013) this Risk Assessment must be reviewed regularly and/or whenever there is reason to believe that the original assessment may no longer be valid.



Executive Summary

The executive summary is a brief list of concerns to give the reader a quick idea of the volume of issues associated with the site. These actions are split into primary and secondary concerns.

Primary Concerns



No.	Primary Concerns	Action Required	Priority
1	Areas of non assessment	During the survey other systems within the building were present; these systems do not form any part of this assessment and are not included within this document	High
2	Competency	Competency was assessed for responsible persons and persons carrying out legionella management tasks and were deemed to be unsuitable	High
3	Legionella Policy	No policy was seen for the control of legionella	High
4	Roles & Responsibilities	No roles and responsibilities were seen within the site specific scheme of control and prevention was identified during the site survey	High
5	Written Scheme	No written procedures were seen within the site specific scheme of control and prevention was identified during the site survey	High
6	Schematic drawing	No site schematic was seen during the site survey	High
7	Logbook availability	During the site survey; the site Logbook was not made available for inspection	High
8	Competence	Competency was assessed for responsible persons and persons carrying out legionella management tasks and were deemed to be unsuitable	High
9	HSWH Kitchen Water heater capacity	Inspection of the following water heaters has shown that they are under capacity	High
10	Sink x 2 Kitchen Cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C	High
11	WHB Gents WC Cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C	High
12	WHB Accessible WC Cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C	High
13	WHB Kitchen Cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C	High
14	WHB x 2 Ladies WC Cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C	High
15	Preventative Management Structure	No preventative management structure was seen within the site specific scheme of control and prevention was identified during the site survey	High



16	Site specific control regime	No site specific scheme of control and prevention was identified within the written scheme during the site survey	High
17	CoSHH Assessments	No CoSHH assessments were included in the site specific scheme of control and prevention was identified during the site survey	High
18	Action plan for legionellosis	No Action plan for legionella becoming associated with the building was seen within the site specific scheme of control and prevention was identified during the site survey	High
19	Action procedures	No non-conformance action procedures were seen within the site specific scheme of control and prevention was identified during the site survey	High
20	Training records	No training records for persons with responsibility for organising or carrying out any of the control and prevention of legionella tasks were seen	High
21	Action plan for positive results	No action plan for legionella positive results was seen within the site specific scheme of control and prevention was identified during the site survey	High



Secondary Concerns

No.	Secondary Concerns	Action Required	Priority
1	WHB Kitchen Outlets	Outlets throughout the site were seen to be scaled and /or seen to have debris present	Medium



Site Description

Main Building

This building is a Village hall, consisting of Toilet facilities, Kitchen facilities.

The site is occupied by up to 60 persons and is visited by Staff, Service Users.

The mains supply enters the building in the External. This serves all the buildings cold water outlets and plant.

Asset Register

Drinking water chiller unit	1
High Storage Water Heater	1
Hot water boiler	1
Sink	1
Urinal	1
WC	3
WHB	4



Mains Survey

Mains Water Survey

Incoming Supply	Mains
Size of main	
Stop cock	Not Seen
Local Water Authority	Yorkshire Water
Location	External



Site Summary

This report relates to the Legionella Risk Assessment and Water Hygiene Survey carried out at The Village Hall 22 , Harewood Lane, Upton Pontefract , West Yorkshire, WF9 1JB.

The survey was conducted by Scott Looker of Absolute Water Compliance on 16 Jul 2026 on behalf of the Duty Holder, the appointed person who can authorise this work.

This Risk Assessment only covers those water systems identified and made accessible to the assessor at the time of survey.



Site Water Services Description

Sentinel Outlets:

Sentinel outlets associated with individual water systems will be identified where applicable, and within the schematic drawing.

Cold Water - Incoming Supply and Distribution Systems:

The main water supply enters the building externally. It supplies domestic cold water to all cold water outlets throughout site.

Water Heaters

There is one high storage water heater which supplies hot water to whole site.



CATES Table

Contamination

Contamination	No contamination
Risk level	Low

Amplification

Amplification	None
Risk level	Low

Transmission

Transmission	Tap outlets, toilet flushes, urinals
Risk level	Low

Exposure

Exposure	General use of facilities ie tap outlets, toilet flushes
Risk level	Low

Susceptibility

Susceptibility	General population assuming some people are higher risk
Risk level	Medium

Risk Ratings

Inherent risk	Low
Residual risk	Low
ALARP (As Low As Reasonably Practical) risk	Low

Site Overall Risk Scores

Total Inherent Risk	Low
Total Residual Risk	Low
As Low As Reasonable Practicable	Low
Management & Control	High



Review Frequency

Paragraph 47 of the ACoP L8 states; The record of the assessment is a living document that must be reviewed to ensure it remains up to date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded. This may result from, eg:

- (a) changes to the water system or its use;
- (b) changes to the use of the building in which the water system is installed;
- (c) the availability of new information about risks or control measures;
- (d) the results of checks indicating that control measures are no longer effective;
- (e) changes to key personnel;
- (f) a case of legionnaires' disease/legionellosis associated with the system.

The total inherent risk score of a site is also an important driver of the regular review frequency. Below, you can find our advised review recommendations, that you can match to your total risk score

Advised Review Frequency

Advised review frequency	Medium - 2 Years
--------------------------	------------------



Water Management Responsibilities

Statutory Duty Holder

The person/legal entity who is in control of premises or systems in connection with work, where there is a risk from water systems in the building.

Name	
Title	
Organisation	
Tel/Mobile	/
Further Information	

Responsible Person

The person specifically appointed by the duty holder to take day to day responsibility for controlling any identified risk from Legionella bacteria.

Name	
Title	
Organisation	
Tel/Mobile	/
Further Information	

Water Treatment Contractor

The organisation that has been nominated in performing specialist contracted services as in accordance with the requirements of L8 to the water systems upon this site.

Organisation	
Address	
Telephone	



Areas of non assessment

Are there any areas of non assessment?	Yes - other assets
Add areas not assessed and reasons why	Internal mains stop tap could not be found.
Photographs	

Written scheme / policy

Is a legionella policy in place?	No
Is a schematic drawing available?	No
Are required are CoSHH assessments available?	No
Are there written procedures for all tasks undertaken?	No
Is there a site specific control regime?	No
Are roles and responsibilities clearly defined?	No
Is there a preventative management structure?	No
Are there action procedures in the event of non conformance?	No
Does the site have an action plan for Legionella positive results?	No
Does the site have emergency procedures in place if legionnaire's disease is associated with the building?	No
Is the written scheme proportional to the risk?	N/A
Is the written scheme purpose & scope relevant?	N/A
Does the written scheme include start up and shut down procedures, plant rotation and flushing for little used outlets in the written scheme of control?	N/A
Does the written scheme identify key personnel?	N/A
Are there suitable quality procedures - For checking that appropriate recommendations have been made to achieve ALARP risk? (for a proportional sample of all risk assessments completed)	N/A

Existing legionella risk assessment

Has a legionella risk assessment been carried out previously?	No
Who was the risk assessment carried out by?	
When was the previous risk assessment carried out?	
Is the risk assessment readily available for inspection?	N/A
Have all remedial actions been carried out?	N/A
Have remedial actions been signed off as completed?	N/A

Record Keeping / Monitoring

Is there a suitable site Logbook containing records for the water services?	No
Where is the logbook located?	
Are all current monitoring and inspection records complete and up to date?	N/A
If records are missing, what is missing?	
Where non-conformances have been identified is there evidence that the correct actions were taken?	N/A
Were actions taken to adverse results within a timely fashion?	N/A
Were any adverse results re-checked following remedial action?	N/A



If the actions to adverse results did not result in better control, was an escalation procedure invoked to ensure conditions were eventually controlled? If not, is there an escalation procedure in place?	N/A
Are monitoring and inspection records available for the last 5 years?	N/A
Is the temperature monitoring carried out with a suitably calibrated thermometer?	N/A



Training

Is the responsible person & deputy suitably, along with anyone carrying out management tasks suitably trained?	No
Are training records available?	No
Are staff suitably competent to be carrying out their duties?	No
Is a suitable competence assessment available ?	No
State why lack of competence has been observed?	No management documentation, monitoring records, or training records seen

General

Are any areas supplied from / to a third party landlord?	No
Are there any seasonal changes ie holiday periods / shut downs?	No
What seasonal changes are there?	
Are there any tenants associated with the property?	No
Is any equipment brought onto site that could affect the risk?	No
Does the site pose an immediate risk that should be immediately escalated?	No
Detail the reasoning for escalation	
Where there are service-users under care, are the water temperatures above 55°C at outlets	N/A - non care facility



Management Tasks

Is a suitable management review carried out annually or more regularly for larger sites?	No
Are little used outlets / showers flushed?	No
Is temperature monitoring carried out?	No
Are cold water storage tanks inspected?	N/A
Are hot water storage vessels inspected annually?	N/A
Are expansion vessels flushed?	No
Are thermostatic mixing valves serviced?	N/A
Are showers cleaned / de-scaled?	N/A
Are spray taps cleaned / de-scaled?	N/A
Are strainers cleaned / de-scaled?	N/A
Following the review, is there anything omitted from the current management plan?	No
Are there any other assets that are not adequately maintained?	N/A
Please detail assets omitted from management programme	<u>Domestic Water Systems</u> • Monthly hot and cold temperature monitoring • Six-monthly expansion vessel flushing (small vessels) • Annual management review

Water Sampling & Analysis Survey

Water Sampling & Analysis	
Are samples taken from the water system analysed for legionella?	No
Is there a sample plan?	N/A
Are there written procedures for collecting and handling samples?	N/A
Are the procedures in accordance with BS7592?	N/A
Is the destination laboratory UKAS accredited for legionella analysis?	N/A
Have any samples in the last 12 months been positive?	N/A
Has appropriate action been taken following a positive sample?	N/A
General observations regarding sampling	



Summary - Remedial Actions

It is the responsibility of the Responsible Person to address the recommended remedial actions detailed within this report to achieve compliance with UK Health and Safety statutory requirements and to control the risks of exposure to Legionella bacteria.

It is the responsibility of the Responsible Person to set time bound restrictions for the completion of these recommended remedial actions in respect of what is reasonably practicable in consideration of the risks identified.

A record of completion of the recommended remedial actions should be maintained by updating the Action Plan as required.

Risk Category	Action
Very High	Matters identified are critical and should be addressed as soon as reasonably practicable .
High	Matters identified are critical and should be addressed Within 3 Months .
Medium	Matters identified are essential and should be addressed as soon as possible. Within 6 Months . Matters are considered essential as industry best practice were appropriate.
Observation	From the information gained during the site survey, the risk assessor has identified areas of concern which although not a legislative requirement, may be considered to further reduce the risk of either proliferation or dissemination of potential legionella bacteria. These observations may also include items that, although outside of legionella management, would fall under The Health and Safety at Work Act 1974 regulations. Other observations can also be issues that the risk assessor felt should be brought to the attention of the relevant responsible person.

Fault	Action	Priority
Legionella Policy	No policy was seen for the control of legionella. A policy is important to ensure the management team have clear direction on what they need to do ensure compliancy. A policy should be created and adopted.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Schematic drawing	No site schematic was seen during the site survey. The schematic drawing is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a schematic drawing should be included in the written scheme:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
CoSHH Assessments	No CoSHH assessments were included in the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Written procedures	No written procedures were seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Site specific control regime	No site specific scheme of control and prevention was identified within the written scheme during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Roles & Responsibilities	No roles and responsibilities were seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Preventative Management Structure?	No preventative management structure was seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include:	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Non Conformance Action Procedures	No non-conformance action procedures were seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include non conformance action procedures	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Action plan for legionella positive results?	No action plan for legionella positive results was seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include an action plan for positive legionella results	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Action plan for legionella becoming associated with the building	No Action plan for legionella becoming associated with the building was seen within the site specific scheme of control and prevention was identified during the site survey. The written scheme is important to ensure the control and management of legionella within water systems present within the site. This is outlined within ACoP L8 (fourth edition). Following the completion of this assessment, a site specific written scheme of control and prevention should be created to include an action plan for legionella becoming associated with the building.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Suitable logbook	During the site survey; the site Logbook was not made available for inspection. As the Logbook was not made available, it was not possible to ascertain whether the relevant monitoring tasks are being carried out, and if the water systems are under control. In accordance with ACOP L8 (fourth edition), Logbooks should be made available for inspection upon any audit the site undergoes.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Training	No training records for persons with responsibility for organising or carrying out any of the control and prevention of legionella tasks were seen. ACoP L8 (fourth edition) states that those specifically appointed to implement the control measures and strategies should be suitably trained to a level that ensures tasks are carried out in a safe, technically competent manner. All training records should be made available to view on any audit that is carried out. These training records should be regularly reviewed.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Training Records Not Available	Competency was assessed for responsible persons and persons carrying out legionella management tasks and were deemed to be unsuitable. ACoP L8 (fourth edition) states that those specifically appointed to implement the control measures and strategies should be suitably trained to a level that ensures tasks are carried out in a safe, technically competent manner. All staff should be suitably competent to carry out their duties.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Competency	Competency was assessed for responsible persons and persons carrying out legionella management tasks and were deemed to be unsuitable. ACoP L8 (fourth edition) states that those specifically appointed to implement the control measures and strategies should be suitably trained to a level that ensures tasks are carried out in a safe, technically competent manner. All staff should be suitably competent to carry out their duties.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Areas of non assessment	During the survey other systems within the building were present; these systems do not form any part of this assessment and are not included within this document. However these water systems should undergo their own risk assessment as required.	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
High cold water temperature	The cold water temperatures at the below outlets were identified to be more than 20°C. Where temperatures increase above 20°C, legionella bacteria become active and are able to proliferate. This is greatly emphasized in HSG274 (part2). The system and current controls should be investigated and an action plan created to combat any faults identified. A regime of legionella sampling should be instigated to identify if the system has been colonized. This sampling regime should be maintained until such time the system is proven to be under control. Assets affected (5) 1. WHB - Gents WC 2. WHB - Accessible WC 3. WHB x 2 - Ladies WC 4. Sink x 2 - Kitchen 5. WHB - Kitchen	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Scaled Outlets	Outlets throughout the site were seen to be scaled and /or seen to have debris present. Scale / debris are known to support the proliferation of legionella bacteria. This is emphasized within HSG274 (Part 2). Outlets detailed in section 5 of this document should be de-scaled, cleaned and disinfected. If de-scaling and cleaning is considered insufficient, it may be necessary to replace the outlet. Assets affected (1) 1. WHB - Kitchen	High

Action Taken:

Name:

Position:

Signature:

Completed Date:



Fault	Action	Priority
Water Heater under capacity	Inspection of the water heater has shown that they are under capacity. Where a unit is under capacity, it prevents the system reaching 50 degrees at the outlets. This is emphasised within HSG274 (Part 2). The overall capacity of the vessel should be increased by replacing it with a larger water heater	High

Action Taken:

Name:

Position:

Signature:

Completed Date:

Fault	Action	Priority
Flexible hoses	Flexible hoses were identified associated within the water systems. These hoses are known to contain materials, more specifically ethylene propylene diene monomer (EPDM). Evidence has shown these hoses can act as a suitable breeding ground for bacteria including Legionella. If flexi-hoses are fitted to the system longer than the life-expectancy set out by the manufacturer they should be replaced with WRAS approved or consideration to pipe in malleable copper tails. Note; inspection of these hoses should be carried out on a regular basis to identify any scale, corrosion and kinks and replace where needed. In addition; if flexi-hoses are fitted to the system and are not WRAS approved they should be replaced with WRAS approved or consideration to pipe in malleable copper tails Assets affected (4) 1. WHB - Gents WC 2. WHB - Accessible WC 3. WHB x 2 - Ladies WC 4. Sink x 2 - Kitchen	Observation

Action Taken:

Name:

Position:

Signature:

Completed Date:



Water Heater Survey

HSWH

Kitchen

Description Details	
Make and Model	Hyco
Is unit safely accessible for maintenance / monitoring?	Yes
Is the unit in working order?	Yes
Supply source?	MCWS
Stored / flow temperature suitable?	Yes
Return Temperature Suitable?	N/A
Is suitable backflow protection / unvented kit installed?	Yes
Is the unit under / over capacity?	Under capacity
Is the insulation installed to the unit suitable?	Yes
Comments	25 litre water heater supplies the whole building. Requires upgrading.
Unit photograph	

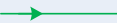
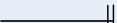
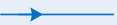
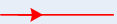
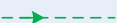
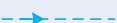
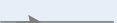
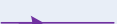
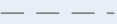


Outlet Temperatures					
	Hot °C	Cold °C	Mixed °C	Hot Sentinel	Cold Sentinel
WHB Accessible WC	54	21.2		No	No
WHB Gents WC	54.9	21.5		Yes	Yes
Sink x 2 Kitchen	55	21.7		Yes	Yes
WHB Kitchen	54.9	21.5		No	No
WHB x 2 Ladies WC	54.2	21		No	No



Outlet survey											P	
	Scale	Spray	Insert	Strainers / other filters	Flexi hose	Flexi hose (non wras / aged)	Non-Wras material	Little used & not flushed	Backflow issue	No lagging (m)	Comments	Photo
WC Accessible WC	0	0	0	0	0	0	No	0	No	0		
WHB Accessible WC	0	0	2	0	2	0	No	0	No	0		
UR Gents WC	0	0	0	0	0	0	No	0	No	0		
WC Gents WC	0	0	0	0	0	0	No	0	No	0		
WHB Gents WC	0	0	2	0	2	0	No	0	No	0		
Sink x 2 Kitchen	0	0	2	0	4	0	No	0	No	0		
WHB Kitchen	2	0	2	0	0	0	No	0	No	0		
HWB Kitchen	0	0	0	0	0	0	No	0	No	0		
DWC Kitchen	0	0	0	0	0	0	No	0	No	0		
WC x 2 Ladies WC	0	0	0	0	0	0	No	0	No	0		
WHB x 2 Ladies WC	0	0	4	0	4	0	No	0	No	0		

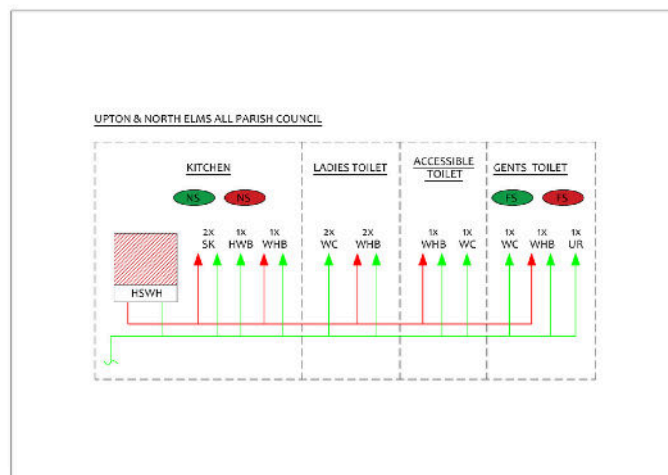


	Mains Cold Water		Dead-end		Humidifier
	Tanked Cold Water		Dead-leg		Drinking Water Chiller Unit
	Hot Water Supply		Incoming Mains Stop Valve		Vending Machine
	Bore Hole Cold Water		Isolation Valve		Hot Water Boiler
	Soft Water		Isolation Valve (closed)		Coffee Maker
	Grey/Recycled Water		Solenoid Valve		Dishwasher
	Chemical Dosing Line		Single non-return (check) Valve		Washing Machine
	Room/Floor Border		Double non-return (check) Valve		Sluice Cistern
	Incoming Supply		Reduced Pressure Zone Valve (RPZ)		Sluice Machine
	Cold Water Storage Tank		Pressure Reducing Valve		Waste Disposal Unit
	Hot Water Storage Vessel		Pump		Potato Peeler
	Combination Water Heater		Thermostatic Mixing Valve (TMV)		Ice Making Machine
	Combi Boiler		Thermostatic Mixer Tap (TMVT)		Steamer
	High Storage Water Heater		Thermostatic Shower		Combi Steam Oven
	Low Storage Water Heater		Mixer Shower		Pressure Gauge
	Instantaneous Water Heater		Electric Shower		Temperature Gauge
	Plate Heat Exchanger		Cold Only Shower		Water Meter
	Strainer		Emergency Shower with Integral Header Tank		Heating Pressurisation unit
	Inline Filter		Emergency Shower		Chilled Water Pressurisation Unit
	Ultra Violet Lamp		Emergency Eye Wash		Mains cold Nearest sentinel point
	Water Softener		Hydro Tap		Mains cold furthest Sentinel point
	Expansion Vessel		Fire Hose Reel		Mains cold Multipoint sentinel
	Feed and Expansion Tank				Tanked cold Nearest sentinel point
					Tanked cold Furthest sentinel point
					Tanked cold Multipoint sentinel
					Borehole Nearest sentinel point
					Borehole Furthest sentinel point
					Borehole Multipoint sentinel
					Hot water Nearest sentinel point
					Hot water Furthest sentinel point
					Hot water Multipoint sentinel
					Toilet
					Urinal
					Wash hand basin



Schematic Drawing

P





Risk Assessor Competence

Training, Qualifications & Competence:

Scott Looker has worked in the water hygiene industry for over 10 years has been audited and approved as competent to carry out Legionella Risk Assessments in accordance with the latest version of Approved Code of Practice (ACOP) L8 (Fourth edition), HSG274, he has certification in the following courses/training:

Training:

- Legionella Awareness Domestic Systems
- Legionella Hot & Cold Water Systems
- Legionella Risk Assessment
- Hot & Cold Water Disinfection
- TMV Servicing
- NVQ Plumbing Level 2
- NVQ Plumbing Level 3

Experience:

Experience specific to Legionella Risk Assessments:

Scott Looker has worked in the water hygiene industry carrying out legionella risk assessments and other tasks for over 10 years. These risk assessments have been carried out over a range of clients to include: Care Homes, Schools, Colleges, Housing Associations, Council Properties, Dental Practices, Factories.

Additional experience in:

With approximately 10 years of experience in the water hygiene industry, Scott has experience in the following:

- Monitoring and Inspection of Domestic Water Systems
- Sampling of Domestic Systems
- TMV Servicing and Fail Safe Testing
- Showerhead cleaning
- Clean and Disinfection of commercial, domestic and industrial systems to include cooling towers.
- Tank refurbishment & water system remedial work



References

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- 2 Health and Safety at Work etc Act 1974 (c 37) The Stationery Office 1974 ISBN 978 0 10 543774 1
- 3 Hazardous substances at work: A brief guide to COSHH Leaflet INDG136(rev5) HSE Books 2012
www.hse.gov.uk/pubns/indg136.htm
- 4 The Notification of Cooling Towers and Evaporative Condensers Regulations 1992 SI 1992/2225 The Stationery Office
- 5 Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Leaflet INDG453(rev1) HSE Books 2013 www.hse.gov.uk/pubns/indg453.htm
- 6 Consulting workers on health and safety. Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and guidance L146 (Second edition) HSE Books 2012 ISBN 978 0 7176 6461 0 www.hse.gov.uk/pubns/books/l146.htm
- 7 BS 8580 Water quality. Risk assessments for Legionella control. Code of practice British Standards Institution
- 8 Guide to risk assessment for water services The Water Management Society www.wmsoc.org.uk/publication.html
- 9 A Recommended Code of Conduct for Service Providers The Legionella Control Association 2013 www.legionellacontrol.org.uk.
- 10 Water Fittings and Materials Directory Water Regulations Advisory Scheme www.wras.co.uk/Directory
- 11 BS 6920-2-1+A3 Suitability of non-metallic products for use in contact with water intended for human consumption with regard to their effect on the quality of the water. Methods of test British Standards Institution
- 12 Health and safety in care homes HSG220 HSE Books 2001 ISBN 978 0 7176 2082 1 www.hse.gov.uk/pubns/books/hsg220.htm
- 13 Water systems: Health Technical Memorandum 04-01: The control of Legionella, hygiene, 'safe' hot water, cold water and drinking water systems Department of Health 2006
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Approved Documents for Building Regulations in Scotland: www.scotland.gov.uk/Topics/Built-Envi...
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- 21 The Private Water Supplies (Wales) Regulations 2010 Welsh SI 66/2010 The Stationery Office
- 22 The Private Water Supplies (Scotland) Regulations 2006 SSI 209/2006 The Stationery Office



- 23 BS EN 806 (Parts 1–5) Specifications for installations inside buildings conveying water for human consumption British Standards Institution
- 24 BS 8558 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages British Standards Institution
- 25 Guide G: Public Health Engineering CIBSE www.cibse.org
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- 28 Water (Scotland) Act 1980 The Stationery Office 1980 ISBN 978 0 10 544580 7
- 29 The Water Supply (Water Quality) (Wales) Regulations 2010 SSI 994/2010 The Stationery Office
- 30 The Water Supply (Water Quality) (Scotland) Regulations 2001 SSI 207/2001 The Stationery Office
- 31 The Water Supply (Water Quality) (Scotland) Regulations 2010 SSI 95/2010 The Stationery Office
- 32 BS EN 12671 Chemicals used for treatment of water intended for human consumption. Chlorine dioxide generated in situ British Standards Institution
- 33 BS 7592 Sampling for Legionella organisms in water systems. Code of Practice British Standards Institution
- 34 Controlling scalding risks from bathing and showering United Kingdom Homecare Association (UKHCA) www.ukhca.co.uk
- 35 Thermostatic mixing valves (healthcare premises) NHS Model Engineering Specifications D08 NHS 1997
- 36 (HTM 04 01) Safe Water in Healthcare Premises



Glossary

Aerosol	A suspension in a gaseous medium of solid particles, liquid particles or solid and liquid particles having negligible falling velocity.
Algae	A small, usually aquatic, plant which requires light to grow, often found on exposed areas of cooling towers .
Air-conditioning	A form of air treatment whereby temperature humidity and air cleanliness are all controlled within limits determined by the requirements of the air-conditioned enclosure.
Antibodies	Substances in the blood which destroy or neutralise various toxins or components of bacteria known generally as antigens. The antibodies are formed as a result of the introduction into the body of the antigen to which that are antagonistic as in all infectious diseases.
Bacteria	(Singular bacterium) a microscopic, unicellular (or more rarely multicellular) organism.
Biocide	A substance which kills micro-organisms .
Biofilm	A community of bacteria and other micro-organisms , embedded in a protective layer with entrained debris, attached to a surface.
Calorifier	An apparatus used for the transfer of heat to water in a vessel by indirect means, the source of heat being contained within a pipe or coil immersed in the water.
Chlorine	An element used in disinfection .
Cold water service (CWS)	Installation of plant pipes and fitting in which cold water is stored, distributed and subsequently discharged.
Dead end/blind end	A length of pipe closed at one end through which no water passes.
Dead leg	Pipes leading to a fitting through which water only passes when there is draw-off from the fitting.
Dip slide (s)	A dip slide is a means of testing the microbial content of liquids. It consists of a plastic carrier bearing a sterile culture medium which can be dipped in the liquid to be sampled. It is then incubated to allow microbial growth. The resulting microbial colonies are estimated by reference to a chart.
Disinfection	A process which destroys or irreversibly inactivates micro-organisms and reduces their number to a non-hazardous level.
Distribution circuit	Pipework which distributes water from a hot or cold water plant to one or more fittings/appliances.
Domestic water services (DWS)	Hot and cold water intended for personal hygiene, culinary, drinking water or other domestic purposes.
Fouling	Organic growth or other deposits on heat transfer surfaces causing loss in efficiency.
Hot water service (HWS)	Installation of plant, pipes and fittings in which water is heated, distributed and subsequently discharged (not including cold water feed tank or cistern).
Legionnaires' disease	A form of pneumonia caused by legionella bacteria.
Legionellae	The genus legionella belongs to the family legionellaceae which has over 40 species. These are ubiquitous in the environment and found in a wide spectrum of natural and artificial collections of water.
Legionella	Type of aerobic bacterium which is found predominantly in warm water environments. (singular of legionellae)
L. Pneumophila	One of the causative organisms of Legionnaires' disease .
Legionellosis	Any illness caused by exposure to legionella .



Pontiac fever	A disease caused by species of legionella, an upper respiratory illness less severe than Legionnaires' disease .
Micro-organism	An organism of microscopic size including bacteria , fungi and viruses.
Nutrient	A food source for micro-organisms .
Pasteurisation	Heat treatment to destroy micro-organism usually at high temperature.
Planktonic	Free floating micro-organisms in an aquatic system.
ppm	Parts per million: a measure of dissolved substances given as the number of parts there are in a million parts of solvent. It is numerically equivalent to milligrams per litre (ml/l) with respect to water.
Retention time	Time a chemical is retained in the system.
Scale inhibitors	Chemicals used to control scale. They function by holding up the precipitation process and/or distorting the crystal shape, thus preventing the build-up of a hard adherent scale.
Sero-group	A sub-group of the main species.
Sentinel taps	For a hot water services – the first and last taps on a recirculating system. For cold water systems (or non-recirculating hot water system), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which are considered to represent a particular risk.
Sessile	Aquatic micro-organisms adhering to a surface normally as part of a biofilm .

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

ADDITIONAL VILLAGE HALL TABLES AND TROLLEY

Purpose of Report

To consider purchasing two additional folding tables and a double table trolley for the Village Hall.

Background

Bless Afternoon Tea takes place in the Main Hall each Thursday afternoon. There are currently insufficient folding tables available for these sessions, meaning that non-folding tables have to be moved from Meeting Room 1 into the Main Hall and returned afterwards.

Regularly moving these tables between rooms creates an avoidable manual-handling risk. It also risks damaging the tables and causing knocks and scuff marks to walls, doors and doorframes while they are being moved.

The Council currently has one single table trolley with capacity for seven tables. The remaining folding tables are stored by stacking them on top of one another against a wall. As the stack becomes higher, this creates a health-and-safety concern when tables are stored or removed. The present storage arrangement is also causing knocks and scuff marks to the wall.

The proposed double table trolley has capacity for a further fourteen tables. Together with the existing single trolley, this would provide storage capacity for twenty-one tables and would accommodate all of the Council's tables, including the two additional tables proposed within this report.

A quotation has been obtained for two additional folding tables and one double table trolley, currently totalling £928.22, with delivery shown as free of charge.

Recommendation

That the Council approves the purchase of two additional folding tables and one double table trolley at a total cost of £928.22, subject to confirmation of the final price and delivery arrangements before the order is placed.

Quotation



Shipping Address

Quote Date
04/09/2026

Qty	Item	Quick Find	Item Price	Total Price
1x	 Gopak Large Table Trolley Part Number: A2501	1699	£461.00	£461.00
2x	 Gopak Contour 25 Folding Table - (W) 1520 x (D) 685mm Part Number: C/BB25-700 Laminate Top Colour: Beech Height: 700mm	8518	£156.26	£312.52
				£773.52

Direct Payment

Shipping	
Delivery Option	15-20 Working Days
Summary	
Net	£773.52
VAT (20.00%)	£154.70
Total	£928.22

All quoted prices valid until 18/09/2026.

Errors and omissions excepted appertaining to prices and all information provided. Please note, this quotation is intended as a guide only and is designed based on information provided.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

WINTER PLANTING FOR PARISH COUNCIL FLOWER TUBS

Purpose of Report

To obtain authority for the purchase of winter plants for the Council's flower tubs and consider whether additional budget provision is required.

Background

The Parish Council's flower tubs require seasonal planting for the autumn/winter period.

The anticipated cost of the winter plants is £800. Fish, blood and bone fertiliser will also be required at a cost of £100, bringing the total proposed purchase to £900.

There is currently £200 remaining in the Plants budget heading. The £100 fertiliser cost can be met from the Supplies budget heading, which has sufficient funds available. An additional allocation of £600 from General Reserves would therefore be required to meet the remaining cost of the plants.

Financial Implications

Any additional provision could be met from the Council's General Reserves.

Recommendation

That the Council:

- authorises the purchase of winter plants and fish, blood and bone fertiliser for the Parish Council's flower tubs up to a total cost of £900, comprising £800 from the Plants budget heading and £100 from the Supplies budget heading; and
- approves an increase of £600 to the Plants budget heading from General Reserves.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

ADDITIONAL LITTER BINS ON COMMON LANE

Purpose of Report

To confirm whether the Council wishes to proceed with the provision of two additional litter bins on Common Lane and, if supported, authorise the necessary enquiries.

Background

At its meeting held on 28th April 2025, the Council considered a request from Councillor Hanson for two additional litter bins on Common Lane.

The Council resolved that the suitability of a spare bin at Harewood Lane Allotments should be checked and that the Clerk should seek information from Wakefield Council regarding the adoption of the bins and permission to install:

- a free-standing bin at the junction of Common Lane and Thistle Drive; and
- a lamppost-mounted bin on Common Lane near the entrance to Grosvenor Avenue.

Attempts were made between May and August 2025 to progress the request. However, the Council's records do not contain confirmation that permission was granted or that installation and ongoing emptying arrangements were agreed.

The matter has subsequently been raised again by members. Councillor Hanson submitted a further written request on 17th July 2026, clarifying the proposed locations as the wide section of pavement shortly before the entrance to Thistle Drive and a lamppost near the entrance to Grosvenor Avenue. The request also noted that there are currently no litter bins on that side of Common Lane. The matter was raised again during Councillor updates at the meeting held on 21st July 2026.

Given the time that has elapsed and the absence of confirmed permissions and emptying arrangements, the Council is asked to confirm whether it still wishes to proceed in principle before fresh enquiries are made.

Before purchasing or installing any bins, it would be necessary to establish:

- the exact proposed locations and ownership of the land;
- whether permission is required for installation;
- the appropriate types and specifications of bins;
- whether any existing Council-owned spare bin remains suitable for reuse;
- purchase and installation costs; and
- whether Wakefield Council would adopt the bins or include them within its regular emptying arrangements.

The Council should avoid purchasing or installing any bins until satisfactory ongoing emptying arrangements have been confirmed.

Recommendation

That the Council determines whether to reaffirm its support in principle for the provision of two additional litter bins on Common Lane at the locations described in this report and, if supported, authorises the Clerk to make fresh enquiries with Wakefield Council regarding land ownership, permissions, suitable bin types and ongoing emptying arrangements and to obtain costs, with the matter to be brought back to Council before any purchase or installation is arranged.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

FRIENDS OF THE COMMUNITY - SECOND GRANT INSTALMENT

Purpose of Report

To enable the Council to consider the application from Friends of the Community for the second £1,000 instalment of its 2026/27 grant funding and to determine whether the conditions attached to the first instalment have been met.

Background

At its meeting held on 17th February 2026, the Council approved grant funding totalling £2,000 for Friends of the Community for 2026/27, payable in two instalments of £1,000.

The first instalment was paid in April 2026. Council resolved that a further application for the second instalment should be submitted for consideration in September 2026; that the second instalment may be withheld if Friends of the Community had not fully complied with the Council's grant award policy during the period covered by the first instalment; and that, if approved, payment would be made in October 2026.

Current Application and Supporting Evidence

Friends of the Community has submitted the required application for the second £1,000 instalment. The Clerk has examined and retained all supporting documentation required by the Council's Grant Scheme Policy, including the organisation's constitution, current bank statement, financial information, public liability insurance and supporting evidence of expenditure.

The application reports foodbank running costs of £1,367.39 in April, £587.40 in May and £713.70 in June 2026. The Clerk holds receipts for all expenditure reported for April and May, together with receipts for part of June. The evidenced expenditure for April alone exceeded the value of the first £1,000 instalment.

The application also reports that 80 adults and 149 children have received food support since April 2026, with weekly food purchases generally costing between £300 and £400.

Publicity and Acknowledgement

The Council's policy requires successful applicants to acknowledge the support of Upton & North Elmsall Parish Council in all relevant communications and promotional materials. The wording of this requirement is unchanged from the policy in force when the first instalment was approved. The policy does not specify how frequently the acknowledgement must be repeated.

Friends of the Community has acknowledged the support of Upton & North Elmsall Parish Council on its general foodbank poster, which is displayed at the Village Hall, and on more recent publicity shared through its Facebook page. Copies of three examples of these publicity materials are included with the agenda papers for reference.

Financial Implications

If approved, the second instalment of £1,000 would be paid in October 2026, in accordance with the resolution made on 17th February 2026.

Options for Consideration

Council may:

1. approve the second £1,000 instalment, payable in October 2026;
2. defer the decision and specify any further information required; or
3. withhold the second instalment if it determines that the conditions attached to the first instalment have not been met, recording the reasons for that decision.

Recommendation

That the Council considers the application and supporting evidence, determines whether the conditions attached to the first instalment have been met, and decides whether to approve the second £1,000 instalment of the 2026/27 grant funding.



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: Friends of the Community Foodbank

Type of Organisation (tick one):

☐ Charity

☒ Voluntary/Community Group

☐ Recreational Group

☐ Other (please specify): _____

Contact Name:

Position in Organisation: *Treasurer.*

Address:

Postcode: _____

Telephone Number:

Email Address:

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:

*We help with food on a weekly basis
 Since April we have helped 80 adults and
 149 children with food in our community*

Section 3: Project Details

Project Title: food Bank.

Description of Project (what you plan to do):

To help with food costs.

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): Help struggling families.

How will this project benefit the community?

Helps people in the school holidays.
referrals through cash wise
Wakefield Welfare.

Turning point
Schools.
Church.

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

☐ New

☒ Recurring

If recurring, please provide details:

We are getting busier each week.
and it is still on going and needed.
in the community I have applied to
Supermarkets for free food. Bads worth.
School have supported this year
with food and chocolate selection boxes
at Christmas.

Section 4: Funding Request

Total Cost of Project: £ _____

Amount Requested from the Parish Council: £ 1000
(Maximum £500 unless exceptional circumstances apply)

Please provide a breakdown of costs:

Shopping for food Bank and a weekly basis can be £300 to £400 pound this is only essential items.
Running Cost April £1,367.39. June £713.70.
May £587.40

Section 5: Match Funding and Contributions

Will your organisation contribute to the project?

- ☒ Yes
☐ No

If yes, how much? £ 250 as much has we can raise

Have you applied for or secured funding from other sources?

- ☒ Yes
☐ No

If yes, please provide details:

Vico Homes.
Wakefield food Aid network.

Section 6: Financial Information

Current Balance of Organisation's Bank Account: £ 1845.31

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: _____

Proposed End Date: _____

On Going

Section 8: Retrospective Applications (if applicable)

Has this project already taken place?

☒ Yes☐ No

If yes, please explain:

Why the project was urgent:

We are getting low on funds.
 Hoping we can keep going for summer
 Support Parcels for struggling families.

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: Treasurer

Signed: _____

Date: 20/7/26

UPTON FOOD BANK



At Upton Village Hall

OPEN FRIDAY

10:30 AM – 1:00 PM

A non-for-profit community group

Telephone: 07925 702390

Email: friendsofthecommunity22@gmail.com



Supported by:

Upton and North Elmsall Parish Council

Vico Homes

Wakefield Food Aid Network

We are SUPER HAPPY THAT WE CAN DO HOLIDAY SUPPORT PARCELS!

We have had
some
LOVE
FOOD DONATION



from
Badsworth
C of E J & I



a few
donations from
our community



and we also did
some fund raising
at South Henley
Scarecrow Festival

Helping the food bank
to **SAVE** the **FUNDS**



we had to be able
to do **SCHOOL HOLIDAY**
SUPPORT PARCELS!

STARTING FROM
FRIDAY 24TH JULY
till
AUGUST 28TH



PLEASE TELEPHONE FOR
AN APPOINTMENT ON
07925702390

10AM TILL 4PM



**PLEASE BRING PROOF
THAT YOU LIVE IN UPTON**

as we need to check this as
we have been having people
come from out of area and we can
only support **UPTON** and
NORTH ELMSALL residents.

SUPPORTED BY



Wakefield
Food Aid Network
Together Feeding Our Community

vico
HOMES
For your community



**UPTON AND
NORTH ELMSALL
PARISH COUNCIL**



To Access Upton food bank

please get in touch to book an appointment

please send us a message or call



07925702390

or email



friendsofthecommunity22@gmail.com



Opening times are

Fridays 10.30 am till 1.00 pm



You can self referral for your first parcel

then you must be referred by

- cash wise
- Wakefield welfare
- turning point
- schools Wakefield
- social services
- or any relevant services

Supported by


Vico Homes
Wakefield



Wakefield
Food Aid
Network



Upton and
north elmsall
parish council

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL

Tuesday 15th September 2026

SOUTH ELMSALL COMMUNITY HUB

Purpose of Report

To enable the Council to consider a one-off contribution of £4,000 towards the direct running and delivery costs of Help at the Hub for the next 12 months, allowing the service to restart as an interim SESKU initiative while longer-term funding is explored.

Background

Help at the Hub was established during the COVID-19 pandemic in 2020/21, with funding from Wakefield Council, in response to increased demand for accessible, face-to-face help with benefits, finances, housing, forms and other practical matters. Over the following six years it developed into a valued local advice and support service.

More recently, the service was supported through NOVA funding; following the withdrawal of that funding, it ceased in June 2026. On 19th August 2026, representatives from South Elmsall Town Council, South Kirkby & Moorthorpe Town Council and Upton & North Elmsall Parish Council met at the Westfield Centre to discuss a temporary joint arrangement under which Help at the Hub could operate as a SESKU initiative. This would allow the service to restart while alternative, sustainable funding streams are explored.

Rebecca Mitchell has since confirmed that South Kirkby & Moorthorpe Town Council has agreed a £4,000 contribution towards the continuation of the service. Upton & North Elmsall Parish Council is now asked to decide whether to make the same contribution, payable to South Elmsall Town Council for the interim arrangement. Funding is required promptly if the service is to restart without further avoidable delay.

Services Provided and Local Benefit

Help at the Hub provides practical, individual support including:

- welfare benefit claims, entitlement checks, mandatory reconsiderations and appeals;
- Council Tax Support, Housing Benefit, Discretionary Housing Payments and Household Support Fund applications;
- budgeting, debt, arrears, housing and homelessness support;
- Blue Badge, concessionary travel, Power of Attorney and other form-filling support;
- employment, CV, digital, mental health and wellbeing support; and
- advocacy, referrals and help communicating with councils, government departments and other organisations.

The service is particularly valuable to elderly and vulnerable residents, people without access to a computer and those who lack the confidence or knowledge to complete complex applications alone. Many cases require detailed assessment, evidence gathering and follow-up over a period of time rather than a single short appointment.

The information supplied indicates that use has historically been spread broadly across the three council areas. South Kirkby & Moorthorpe Town Council was advised that approximately 30% of service users were residents of its area, while the further information supplied describes a broadly comparable share from Upton and North Elmsall.

These are estimated proportions; the proposed monitoring arrangements would provide Members with a clearer annual picture of local use. The Hub complements Citizens Advice and foodbank provision and can help prevent problems from escalating by offering accessible, continuing support.

Evidence of Outcomes

Three anonymised case studies supplied with the proposal demonstrate the nature and value of the support provided:

- a resident facing homelessness was helped to secure supported accommodation, emergency food, communication support and assistance towards returning to employment;
- a resident living in unsuitable accommodation received sustained housing, benefits and multi-agency support, resulting in a move to appropriate accommodation; and
- a vulnerable household facing a substantial benefit overpayment caused by an official error received ongoing advocacy, resulting in the debt being written off in full.

These examples show both immediate crisis intervention and the longer-term casework needed to secure lasting outcomes for residents.

Funding Request

The Council is asked to make a one-off contribution of £4,000 to South Elmsall Town Council towards the Hub's direct running and delivery costs for the next 12 months. The contribution is proposed to be used as follows:

Proposed use	Amount
Rebecca's staffing costs	£2,200
Emergency food parcels and essential supplies	£800
Electricity and heating	£350

Printing, photocopying and stationery	£300
Computer, internet and software use	£200
Telephone and communication costs	£150
Total requested	£4,000

The staffing element would contribute towards approximately 2.5 hours of direct support on each working day. The emergency food and essential-supplies allocation would provide immediate assistance to residents in crisis, including those awaiting benefit payments or unable to access another provider straight away. It would supplement, rather than replace, the existing foodbank provision.

The £4,000 is therefore best described as a defined one-off contribution towards the service for the next 12 months, rather than a percentage of its total operating cost. It represents a maximum commitment from this Council of approximately £333 per month during that period.

Proposed Contribution and Review

The Council is asked to approve a one-off contribution of £4,000 to South Elmsall Town Council for the next 12 months. This would enable Help at the Hub to restart while alternative longer-term funding is explored. If approved, payment could be made promptly following the Council's decision.

The contribution would not create an ongoing commitment. Before the end of the 12-month period, the Council would review the arrangement using:

- accounts or a statement showing how the contribution has supported the service;
- service-user information, including use by Upton and North Elmsall residents;
- a summary of the services provided and outcomes achieved; and
- an update on alternative funding and whether financial support from this Council is still required.

The Council would then be able to consider whether the service has provided appropriate benefit and value for Upton and North Elmsall residents, whether the arrangement is working effectively, and whether any further contribution is appropriate. Any future funding would be subject to a separate Council decision.

Officer Assessment

Help at the Hub meets an identifiable local need by providing accessible, face-to-face help with problems that can have serious consequences if they are not addressed. The case

studies demonstrate tangible outcomes, while the range of services shows that the Hub can support residents whose needs do not fit neatly within a single agency or appointment.

The proposed one-off contribution would allow the service to restart promptly while limiting the Council's financial commitment to £4,000. The review would provide a proportionate opportunity to consider how the interim arrangement has worked in practice, establish clearer evidence of local use and value, and decide later whether continued support is appropriate. On balance, the potential benefit to residents justifies supporting the proposal for the 12-month period.

Financial and Legal Implications

The cost to the Council would be a one-off contribution of £4,000 for the next 12 months, payable to South Elmsall Town Council. It is proposed that this is funded from General Reserves.

The Council has adopted the General Power of Competence. Section 1 of the Localism Act 2011 gives an eligible local council power to do anything that individuals generally may do, subject to statutory limitations. The contribution may therefore be made under the General Power of Competence.

Options

1. Approve the request. Agree a one-off £4,000 contribution to South Elmsall Town Council for the next 12 months, funded from General Reserves, on the terms set out in the recommendation below.
2. Approve an alternative. Agree a different amount, period or set of conditions.
3. Defer consideration. Identify any specific further information Members require before making a decision, noting that this would delay the restart of the service.
4. Decline the request. Decide not to participate in the proposed arrangement.

Recommendation

That Council:

- approves, under the General Power of Competence, a one-off contribution of £4,000 to South Elmsall Town Council towards the direct running and delivery costs of Help at the Hub for the next 12 months;
- agrees that the contribution will be funded from General Reserves;
- authorises the Clerk to arrange payment promptly following the Council's decision;
- requests that the accounts, service-user information, service outcomes and funding update described in this report are provided for review before the end of the 12-month period; and
- notes that any request for further funding will require a separate Council decision and that no automatic ongoing commitment is created.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

WEST YORKSHIRE MASS TRANSIT SPATIAL DEVELOPMENT FRAMEWORK

Purpose of Report

To inform Council of the Regulation 19 consultation on the West Yorkshire Mass Transit Spatial Development Framework Joint Development Plan Document and determine whether the Parish Council wishes to submit a representation.

Background

The Spatial Development Framework has been prepared jointly by the five West Yorkshire local planning authorities, supported by the West Yorkshire Combined Authority. Its purpose is to establish a West Yorkshire-wide planning framework for development associated with and around the proposed Mass Transit network.

Importantly, this consultation is about the planning policies surrounding Mass Transit rather than consultation on the proposed routes themselves. If adopted, the Framework will form part of the statutory development plans of the five West Yorkshire local planning authorities.

An earlier Regulation 18 consultation took place between January and March 2026. The Parish Council considered that consultation at its meeting on 17th February 2026 and resolved not to submit a response. The current Regulation 19 consultation runs from 4th August until 11:59pm on 27th September 2026 and is the final formal consultation stage before the document is submitted for independent examination.

At Regulation 19 stage, representations should principally relate to whether the plan is legally compliant and sound. The recognised tests of soundness are whether the plan is:

- positively prepared;
- justified;
- effective; and
- consistent with national policy.

The full Regulation 19 Publication Draft, supporting documents and online response form are available on the [West Yorkshire Combined Authority consultation webpage](#).

Options

Council may:

- determine that it has no representation to make;
- identify particular aspects of the Framework which it considers raise issues of legal compliance or soundness and agree a representation at the meeting; or
- agree the substance of a response and delegate final drafting and submission to the Clerk.

Recommendation

That Council considers the Regulation 19 Publication Draft and determines whether it wishes to submit a representation, with any agreed response to be finalised and submitted by the Clerk before the consultation deadline of 27th September 2026.

**UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL**

Tuesday 15th September 2026

PLANNING LISTS

Validated Planning Applications

No validated planning applications relating to Upton and North Elmsall have been received since the previous meeting.

Planning Decisions

20.07.2026 – 24.07.2026

App No	Ward	Parish	Address	Proposal	Decision
26/00895/FUL	Ackworth, North Elmsall And Upton	Upton	Ridgewood Waggon Lane Upton Pontefract	Change of roof covering from Rosemary tiles to Slate and boundary wall/fence to front & side boundary	Application Approved

27.07.2026 – 31.07.2026

App No	Ward	Parish	Address	Proposal	Decision
26/00936/FUL	Ackworth, North Elmsall And Upton	Upton	34 High Street Upton Pontefract WF9 1HG	Change of use from social club (Sui Generis) to day centre (Class E)	Application Approved