



UPTON & NORTH ELMSALL PARISH COUNCIL

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

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk

admin@uptonandnorthelmsall-pc.gov.uk

To all members of the Allotments
Committee

Date: 16th September 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee**, to be held on **Tuesday 22nd 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

Meeting of the Allotments Committee
Tuesday 22nd September 2026 at 6:30pm at the Village Hall

AGENDA

- 18. To appoint a Chair of the Allotments Committee for the remainder of the 2026/27 municipal year following the appointment of Councillor H Owen as Chair of the Parish Council.**
- 19. To appoint a Vice-Chair of the Allotments Committee for the remainder of the 2026/27 municipal year, if required.**
- 20. Apologies**
 - 20.1 To receive apologies for absence.
 - 20.2 To approve reasons for absence.
- 21. Declarations of Interests and Dispensations**
 - 21.1 To receive any declarations of interest not previously declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 21.2 To receive, consider and determine any applications for dispensation.
- 22. To approve and sign the Minutes of the Allotments Committee meeting held on Tuesday 23rd June 2026. (A)**
- 23. To receive a verbal update from the Admin & Allotment Manager on matters relating to the Allotments, Stables, and Grazing Field. (For information only.)**
- 24. To receive any verbal updates from representatives. (For information only.)**
- 25. To receive a verbal update from the Admin & Allotment Manager about The Village Show.**
- 26. To receive a verbal update from the Admin & Allotment Manager regarding Tornado Pest Control's visit on the 11th of September at Harewood Lane allotments.**

- 27. To consider a quotation from T & D Contractors for works to the planings in the small corral at Stable Block 2, at a cost of £1,950 plus VAT, and to agree any associated budget allocation or recommendation to Full Council, if required. (B)**
- 28. To receive and review the Allotments budget position for 2026/27. (C)**
- 29. To agree the Allotments Committee's proposed budget requirements for 2027/28 for recommendation to the Finance Committee. (D)**
- 30. To note that the next meeting of the Allotments Committee is due to be held on Tuesday 23rd March 2027 at 6:30pm at the Village Hall.**



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MINUTES OF A MEETING OF THE ALLOTMENTS COMMITTEE

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

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

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

Angela Spencer – Admin & Allotment Manager

Absent: Councillor E Farmer
Councillor C Merrington

7. Apologies

7.1 To receive apologies for absence.

No apologies were received.

7.2 To approve reasons for absence.

No reasons for absence were received.

8. Declarations of Interests and Dispensations

8.1 To receive any declarations of interest not previously declared

under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

No declarations of interest were received.

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

No applications for dispensation were received.

9. To approve and sign the Minutes of the extraordinary meeting of the Allotments Committee held on Thursday 28th May 2026.

RESOLVED: that the Minutes of an extraordinary meeting of the Allotments Committee, held on Thursday 28th May 2026, be approved as a true record and signed by the Chair.

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

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

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

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

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

12. To receive a verbal update from the Admin & Allotment Manager on preparations for the Village Show and to consider any further actions required at this stage.

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

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

13. To consider granting delegated authority to the Clerk & RFO, Admin & Allotment Manager, and Chair of the Allotments Committee in relation to the planning and preparation of the Village Show event, including authority to make operational decisions and incur necessary expenditure within the agreed Village Show budget, subject to Financial Regulations and the Committee's Terms of Reference.

RESOLVED: that delegated authority be granted as proposed.

14. To consider a quote from T & D Contractors for the supply and installation of planings to the small corral at Stable Block 2, and to agree any associated budget allocation or recommendation to Full Council, if required.

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

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

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

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

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

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

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

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

T&D CONTRACTORS

13/4 / 2026

ESTIMATE

Upton & North Elmsall Parish Council

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

£1950.00

Price plus VAT

**Yours sincerely
T EASTER**

UPTON & NORTH ELMSALL PARISH COUNCIL

ALLOTMENTS COMMITTEE

Tuesday 22nd September 2026

ALLOTMENTS BUDGET 2026/27

Purpose of Report

This report shows the Allotments budget position for the period from 1st April to 31st August 2026. It explains the overall position, identifies the headings that require closer monitoring and provides an updated year-end forecast.

Summary Position

	Full-year budget	Apr-Aug	Budget used	Amount remaining	Year-end forecast
Income	£10,000.00	£4,393.68	43.9%	£5,606.32	£10,443.00
Expenditure	£10,850.00	£5,882.64	54.2%	£4,967.36	£11,008.00
Net expenditure	£850.00	£1,488.96			£565.00

Five months of the financial year had passed by the end of August, which is 41.7% of the year. The Council had received 43.9% of the annual income budget and spent 54.2% of the expenditure budget. Expenditure is therefore ahead of a simple straight-line position, but this reflects the timing of maintenance and other site costs rather than a general overspend across every heading.

The year-end forecast is currently £10,443 income and £11,008 expenditure. This would produce net expenditure of £565, which is £285 lower than the original net budget of £850.

The year-end forecast does not include the £1,950 plus VAT quotation being considered at agenda item 27. If the works are approved for completion in 2026/27, forecast expenditure would increase from £11,008 to £12,958 and forecast net expenditure would increase from £565 to £2,515. An appropriate funding source and any required budget adjustment would therefore need to be agreed.

Income Position

Budget heading	Budget	Received	Position
Harewood Lane allotment rents	£2,500.00	£2,791.00	£291.00 above budget
Allotment key deposits	£0.00	£75.00	£75.00 received
Stables and grazing rents	£7,500.00	£1,527.68	£5,972.32 remaining
Total income	£10,000.00	£4,393.68	£5,606.32 remaining

Harewood Lane allotment rent income has already exceeded the full-year budget. Stables and grazing rent is received at different points during the year, so the amount collected by August is not expected to represent five equal monthly instalments. The forecast assumes that the full £7,500 tenancy income will be received by year end.

Expenditure by Area

Area	Budget	Spent	Budget used	Amount remaining
Harewood Lane Allotments	£4,890.00	£2,970.00	60.7%	£1,920.00
Grazing Field	£4,610.00	£2,579.64	56.0%	£2,030.36
Stables	£1,100.00	£333.00	30.3%	£767.00
Eco Plot	£250.00	£0.00	0.0%	£250.00
Total expenditure	£10,850.00	£5,882.64	54.2%	£4,967.36

Headings Requiring Closer Monitoring

- Contractors: £1,150 of the £1,310 budget has been spent, leaving £160. The current year-end forecast is £2,300, which would be £990 above budget. This heading will be replaced by clearer site-specific headings in 2027/28.
- Portable toilet hire: £468 has been spent against a £900 budget. The current forecast is £1,196, which would be £296 above budget.
- Site security: £97 has been spent against a nil budget following expenditure on access security. A dedicated Keys, Locks and Access Security heading is proposed for 2027/28.
- Grazing Field maintenance: £2,175 of the £3,310 budget has been spent. The current forecast of £3,175 remains within budget, but the timing of further work should continue to be monitored.

Assessment

The overall Allotments budget remains manageable. Some Harewood Lane headings are likely to exceed their individual allocations, but additional income and lower expected expenditure elsewhere mean that the combined year-end position is currently forecast to be better than the original net budget.

No immediate overall budget increase is proposed in relation to the existing forecast. However, if the quotation at agenda item 27 is approved for completion in 2026/27, an appropriate funding source and any required budget adjustment will need to be agreed. The remaining higher-risk headings should continue to be monitored.

Recommendation

The Committee is asked to:

- Receive and note the Allotments budget position at 31st August 2026;
- Note the current year-end forecast of £10,443 income and £11,008 expenditure, excluding the quotation considered at agenda item 27;
- Note that, if the works at agenda item 27 are approved for completion in 2026/27, the revised forecast will be £12,958 expenditure and £2,515 net expenditure; and
- Agree that the headings identified in this report should continue to be monitored, with any required budget adjustment brought forward through the Council's usual approval process.

UPTON & NORTH ELMSALL PARISH COUNCIL

BUDGET 2026-2027

ALLOTMENTS BUDGET APRIL - AUGUST 2026

INCOME

121 Allotment - Harewood Lane		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
1050	Allotment Rents	2,500.00	1872.00	676.00	104.00	104.00	35.00	2,791.00	-291.00
1055	Allotment Key Deposits	0.00	0.00	0.00	0.00	50.00	25.00	75.00	-75.00
	SUB TOTAL	2,500.00	1,872.00	676.00	104.00	154.00	60.00	2,866.00	-366.00
127 Stable and Grazing Rent		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
1052	Stable and Grazing Rents	7,500.00	83.00	642.68	247.00	247.00	308.00	1,527.68	5,972.32
	SUB TOTAL	7,500.00	83.00	642.68	247.00	247.00	308.00	1,527.68	5,972.32
TOTAL		10,000.00						4,393.68	5,606.32

EXPENDITURE

121 Allotment - Harewood Lane		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
2005	Pest Control	500.00	0.00	85.00	0.00	0.00	85.00	170.00	330.00
4005	Portable Toilet Hire	900.00	0.00	104.00	104.00	130.00	130.00	468.00	432.00
4024	Contractors	1,310.00	0.00	750.00	0.00	0.00	400.00	1,150.00	160.00
4027	Skip Hire	1,000.00	0.00	0.00	0.00	750.00	0.00	750.00	250.00
4105	Water Charges	1,180.00	0.00	0.00	0.00	335.00	0.00	335.00	845.00
4106	Site Security	0.00	0.00	0.00	97.00	0.00	0.00	97.00	-97.00
	SUB TOTAL	4,890.00	0.00	939.00	201.00	1,215.00	615.00	2,970.00	1,920.00
129 Grazing Field		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
4105	Water Charges	1,300.00	380.64	0.00	0.00	24.00	0.00	404.64	895.36
4111	Grazing Field Maintenance	3,310.00	0.00	475.00	0.00	1700.00	0.00	2,175.00	1,135.00
	SUB TOTAL	4,610.00	380.64	475.00	0.00	1,724.00	0.00	2,579.64	2,030.36
130 Stables		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
4113	Maintenance - General	1,100.00	0.00	130.00	0.00	0.00	203.00	333.00	767.00
	SUB TOTAL	1,100.00	0.00	130.00	0.00	0.00	203.00	333.00	767.00
151 Eco Allotment - Harewood Lane		Budget	Apr	May	Jun	Jul	Aug	TOTAL	Variance
4120	Equipment Purchases	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
4212	Fuel for Equipment	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
	SUB TOTAL	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
TOTAL		10,850.00						5,882.64	4,967.36

UPTON & NORTH ELMSALL PARISH COUNCIL
ALLOTMENTS COMMITTEE

Tuesday 22nd September 2026

DRAFT ALLOTMENTS BUDGET 2027/28

Purpose of Report

This report presents the proposed Allotments budget for 2027/28 and explains the main changes from the current year. The detailed figures are shown in the accompanying draft budget schedule.

Summary Position

	2026/27 budget	2026/27 forecast	2027/28 proposal	Change from current budget
Income	£10,000	£10,443	£10,350	+£350
Expenditure	£10,850	£11,008	£15,900	+£5,050
Net expenditure	£850	£565	£5,550	+£4,700

The 2026/27 forecast figures shown above exclude the £1,950 plus VAT quotation being considered at agenda item 27. If the works are approved for completion in 2026/27, the expenditure forecast would increase to £12,958 and net expenditure to £2,515.

The proposed expenditure budget is £15,900. This is £5,050, or 46.5%, higher than the comparable 2026/27 budget. Proposed income is £10,350, which is £350 higher than the current budget. The resulting net expenditure is £5,550, an increase of £4,700 from the current net budget of £850.

The increase does not relate to one major project. It reflects a more complete allowance for the ongoing maintenance and management of Harewood Lane Allotments, the Grazing Field, the Stables and the Eco Plot. It also separates several costs that were previously grouped within broad contractor or general maintenance headings.

Proposed Expenditure by Area

Area	2026/27 budget	2026/27 forecast	2027/28 proposal	Change from current budget
Harewood Lane Allotments	£4,890	£6,033	£7,800	+£2,910
Grazing Field	£4,610	£4,175	£6,200	+£1,590

Area	2026/27 budget	2026/27 forecast	2027/28 proposal	Change from current budget
Stables	£1,100	£700	£1,400	+£300
Eco Plot	£250	£100	£500	+£250
Total expenditure	£10,850	£11,008	£15,900	+£5,050

Income Assumptions

- Allotment rents: £2,800 has been allowed, compared with the current budget of £2,500 and the year-end forecast of £2,843.
- Allotment key deposits: £50 has been included, compared with a nil budget in 2026/27 and a current forecast of £100.
- Stables and grazing tenancy income: £7,500 has been retained, based on the existing full-year income budget and forecast.

Main Expenditure Changes

- Harewood Lane Allotments: The proposed budget is £7,800. It includes the continuing costs of pest control, portable toilet hire, skip hire, water and grounds maintenance, together with separate allowances for tree and hedge work, surveys and remediation, fencing and gates, plot clearance, tools and site supplies, and access security.
- Grazing Field: The proposed budget is £6,200. The general grounds maintenance provision reduces from £3,310 to £2,000. Separate amounts are included for pest and invasive weed control (£2,000), fencing and gates (£800), and specialist surveys and remediation (£300).
- Stables: The proposed budget is £1,400. This provides £800 for grounds and site maintenance, £500 for routine building repairs and £100 for keys, locks and access security. The proposed budget assumes that the works being considered at agenda item 27 will be completed and funded during 2026/27. If the works are deferred, the 2027/28 Stables provision will need to be reviewed.
- Eco Plot: The proposed budget is £500. This includes £300 for tree and hedge work, £100 for grounds maintenance and £100 for tools and equipment. The separate fuel budget is no longer required.

Budget Structure

The revised headings will make it easier to identify what the Council is spending on routine maintenance, access security, fencing, trees, surveys and other site requirements. This will provide clearer information for future monitoring and budget setting.

Site Improvements and Capital Works headings have been created for the relevant areas but no expenditure has been included under them for 2027/28. Any future capital project would therefore require a separate decision and an identified funding source.

Assessment

The proposed budget is higher than both the current budget and the current year-end forecast. However, it provides a more realistic allowance for the Council's responsibilities across the four sites and reduces reliance on broad maintenance headings that may not clearly show the nature of the work undertaken.

The largest individual new provision is £2,000 for pest and invasive weed control at the Grazing Field. The main further increases relate to fencing, surveys, plot clearance, access security, tree work and equipment. The Committee may amend any of these amounts before making its recommendation to the Finance Committee.

Recommendation

The Committee is asked to:

- Consider the proposed 2027/28 Allotments income budget of £10,350 and expenditure budget of £15,900, resulting in net expenditure of £5,550;
- Agree any amendments required; and
- Recommend the final Allotments budget to the Finance Committee for consideration as part of the Council's budget-setting process.

2027/28

121 Harewood Lane Allotments		Budget	Year End Forecast	Proposed Budget	Variance
1050	Allotment Rents	2,500.00	2843.00	2,800.00	300.00
1055	Allotment Key Deposits	0.00	100.00	50.00	50.00
	SUB TOTAL	2,500.00	2,943.00	2,850.00	350.00

127 Stables & Grazing Rent		Budget	Year End Forecast		Proposed Budget		Variance
1052	Stable & Grazing Tenancy Income	7,500.00	7,500.00		7,500.00		0.00
	SUB TOTAL	7,500.00	7,500.00		7,500.00		0.00

TOTAL	10.000.00	10.443.00	10.350.00	350.00
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2027/28

121 Harewood Lane Allotments		Budget	Year End Forecast	Proposed Budget	Variance
2005	Pest & Invasive Weed Control	500.00	340.00	400.00	-100.00
4005	Portable Toilet Hire	900.00	1196.00	1,200.00	300.00
4027	Skip Hire	1,000.00	1000.00	1,000.00	0.00
USED TO BE 'CONTRACTORS'	Grounds & Site Maintenance	1,310.00	2300.00	2,000.00	690.00
NEW CODE FOR 2027/28	Tree & Hedge Works	0.00	0.00	300.00	300.00
NEW CODE FOR 2027/28	Site Improvements & Capital Works	0.00	0.00	0.00	0.00
NEW CODE FOR 2027/28	Specialist Surveys & Remediation	0.00	0.00	300.00	300.00
NEW CODE FOR 2027/28	Fencing & Gates	0.00	0.00	800.00	800.00
NEW CODE FOR 2027/28	Allotment Plot Clearance	0.00	0.00	300.00	300.00
NEW CODE FOR 2027/28	Tools, Equipment & Site Supplies	0.00	0.00	200.00	200.00
4105	Water Charges	1,180.00	1,100.00	1,200.00	20.00
4106	Keys, Locks & Access Security	0.00	97.00	100.00	100.00
SUB TOTAL		4,890.00	6,033.00	7,800.00	2,910.00

129 Grazing Field		Budget	Year End Forecast		Proposed Budget		Variance
4105	Water Charges	1,300.00	1,000.00		1,100.00		-200.00
USED TO BE 'GRAZING FIELD MAINTENANCE'	Grounds & Site Maintenance	3,310.00	3,175.00		2,000.00		-1,310.00
NEW CODE FOR 2027/28	Site Improvements & Capital Works	0.00	0.00		0.00		0.00
NEW CODE FOR 2027/28	Specialist Surveys & Remediation	0.00	0.00		300.00		300.00
NEW CODE FOR 2027/28	Tree & Hedge Works	0.00	0.00		0.00		0.00
NEW 129 HEADING FOR 2027/28	2005 Pest & Invasive Weed Control	0.00	0.00		2,000.00		2,000.00
NEW CODE FOR 2027/28	Fencing & Gates	0.00	0.00		800.00		800.00
	SUB TOTAL	4,610.00	4,175.00		6,200.00		1,590.00

130 Stables		Budget	Year End Forecast		Proposed Budget		Variance
NEW 130 HEADING FOR 2027/28	4106	Keys, Locks & Access Security	0.00		100.00		100.00
NEW CODE FOR 2027/28		Site Improvements & Capital Works	0.00		0.00		0.00
NEW CODE FOR 2027/28		Routine Building Repairs & Maintenance	0.00		500.00		500.00
USED TO BE 'MAINTENANCE - GENERAL'		Grounds & Site Maintenance	1,100.00	700.00	800.00		-300.00
		SUB TOTAL	1,100.00	700.00	1,400.00		300.00

151 Eco Plot		Budget	Year End Forecast		Proposed Budget		Variance
NEW CODE FOR 2027/28		Grounds & Site Maintenance	0.00		100.00		100.00
NEW CODE FOR 2027/28		Site Improvements & Capital Works	0.00		0.00		0.00
USED TO BE 'EQUIPMENT PURCHASES'		Tools & Equipment	200.00	100.00	100.00		-100.00
NOT REQUIRED IN 2027/28		Fuel for Equipment	50.00	0.00	0.00		-50.00
NEW CODE FOR 2027/28		Tree & Hedge Works	0.00	0.00	300.00		300.00
		SUB TOTAL	250.00	100.00	500.00		250.00

TOTAL	10,850.00	11,008.00	15,900.00	5,050.00
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