UPTON & NORTH ELMSALL PARISH COUNCIL
The Village Hall, Harewood Lane, Upton, WF9 1JB
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MINUTES OF A MEETING OF THE ALLOTMENTS COMMITTEE

Held on Tuesday 22nd September 2026 at 6:30pm at the Village Hall

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

Harewood Lane Allotments – Three Representatives

Helen Senior – Clerk & RFO
Angela Spencer – Admin & Allotment Manager

Absent: Councillor I Bell
Councillor C Merrington

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

19. To appoint a Vice-Chair of the Allotments Committee for the remainder of the 2026/27 municipal year, if required.
RESOLVED: that Councillor E MacGregor be appointed Vice-Chair of the Allotments Committee for the remainder of the 2026/27 municipal year.

20. Apologies

20.1 To receive apologies for absence.
RESOLVED: that apologies for absence be received on behalf of Councillors I Bell and C Merrington.

20.2 To approve reasons for absence.
RESOLVED: that the reasons for absence be approved on behalf of Councillors I Bell and C Merrington.

Signed: _____

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.
There were no declarations of interest received.

21.2 To receive, consider and determine any applications for dispensation.
There were no applications for dispensation to consider.

22. To approve and sign the Minutes of the Allotments Committee meeting held on Tuesday 23rd June 2026.

RESOLVED: that the Minutes of the Allotments Committee, held on Tuesday 23rd June 2026, be approved as a true record and signed by the Chair.

23. 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 a verbal update from the Admin & Allotment Manager on current matters relating to the allotment sites, stable blocks and grazing field be received.

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

An update was provided regarding the Eco Allotment. It was reported that the children had greatly enjoyed receiving their certificates for taking part in the Village Show.

Members were advised that Drax would be visiting the Harewood Lane allotments towards the end of October to install new raised beds and upgrade the fencing around the Eco Plot.

In response to a query raised by a representative, it was confirmed that the annual rental income from the Stables and Grazing Field is sufficient to cover the costs associated with their upkeep, meaning that their routine maintenance represents no net cost to the precept.

RESOLVED: that the verbal updates from representatives be received.

25. To receive a verbal update from the Admin & Allotment Manager about The Village Show.

The Admin & Allotment Manager reported that the first Upton & North Elmsall Parish Council Village Show had been a great success, with over 200 residents attending and approximately 75 entries across the various categories.

The Committee noted that the response to the event had been extremely positive, with many attendees expressing their enthusiasm for next year's show.

Signed: _____

It was acknowledged that additional volunteers would be required to help organise and run future events. The Committee also discussed the possibility of introducing additional categories for next year's show.

The Committee agreed that the success of the first event provided a strong foundation for future Village Shows and that the event had the potential to grow in the coming years.

RESOLVED: that the verbal update from the Admin & Allotment Manager regarding the Village Show be received; and that the comments be provided to the Events Committee.

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.

The Committee was advised that during the inspection, all bait boxes showed evidence that the bait had been taken. Tornado Pest Control replenished all of the bait boxes during the visit.

It was reported that, given the current level of activity, the contractor considered that quarterly visits were sufficient.

RESOLVED: that the verbal update from the Admin & Allotment Manager regarding the latest pest control visit be received; and that three additional bait boxes be ordered to provide further coverage across the allotment site.

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.

RESOLVED: that the quotation from T & D Contractors for works to the planings in the small corral at Stable Block 2 be approved at a cost of £1,950 plus VAT, with the expenditure funded from the Stables' General Maintenance budget and underspends within the Stables and Grazing Field budgets.

28. To receive and review the Allotments budget position for 2026/27.

RESOLVED: that the Allotments budget position for 2026/27 be received; and that the budget be carefully monitored for the remainder of the financial year due to high expenditure in the first half.

Signed: _____

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

RESOLVED: that the draft 2027/28 budget for the Allotments Committee be recommended to the Finance Committee as follows:

Code / Notes	Heading	2026/27 Budget	2026/27 Year End Forecast	2027/28 Proposed Budget	Variance
121 Harewood Lane Allotments					
2005	Pest & Invasive Weed Control	£500.00	£340.00	£400.00	-£100.00
4005	Portable Toilet Hire	£900.00	£1,196.00	£1,200.00	£300.00
4027	Skip Hire	£1,000.00	£1,000.00	£1,000.00	£0.00
USED TO BE 'CONTRACTORS'	Grounds & Site Maintenance	£1,310.00	£2,300.00	£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	£500.00	£500.00
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**	**£8,000.00**	**£3,110.00**

Signed: _____

129 Grazing Field					
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					
NEW 130 HEADING FOR 2027/28 4106	Keys, Locks & Access Security	£0.00	£0.00	£100.00	£100.00
NEW CODE FOR 2027/28	Site Improvements & Capital Works	£0.00	£0.00	£0.00	£0.00
NEW CODE FOR 2027/28	Routine Building Repairs & Maintenance	£0.00	£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**

Signed: _____

151 Eco Plot					
NEW CODE FOR 2027/28	Grounds & Site Maintenance	£0.00	£0.00	£100.00	£100.00
NEW CODE FOR 2027/28	Site Improvements & Capital Works	£0.00	£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**	**£16,100.00**	**£5,250.00**

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.

RESOLVED: that the next meeting of the Allotments Committee, due to be held on Tuesday 23rd March 2027 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.

Signed: _____