UPTON & NORTH ELMSALL PARISH COUNCIL
The Village Hall, Harewood Lane, Upton, WF9 1JB
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MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL
Held on Tuesday 15th September 2026 at 6:30pm at the Village Hall

In the absence of an elected Chair, the Vice-Chair, Councillor S Spencer, opened the meeting.

Present:
Councillor P Atherton
Councillor I Bell
Councillor S Birtles
Councillor E Farmer
Councillor E MacGregor (from item 86 onwards)
Councillor A Miles
Councillor H Owen – Chair (from item 82 onwards)
Councillor S Pallett
Councillor S Spencer – Vice-Chair

Helen Senior – Clerk & RFO
Councillor C Thomas – District Councillor

Four Members of the Public

Absent:
Councillor M Hanson
Councillor C Merrington

Public Participation
One member of the public raised a query relating to item 97, which the Clerk responded to at the meeting.

80. To elect a Chair of Upton & North Elmsall Parish Council following the resignation of Cllr Louise Taylor.
RESOLVED: that Councillor H Owen be elected as Chair of Upton & North Elmsall Parish Council for the remainder of the 2026/27 municipal year.

81. To receive the newly elected Chair's Declaration of Acceptance of Office.
RESOLVED: that the newly elected Chair, Councillor H Owen, sign the Declaration of Acceptance of Office.

Councillor Owen chaired the remainder of the meeting.

Signed: _____

82. Apologies and Reasons for Absence

82.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillor C Merrington.

82.2. To consider approval of the reasons for absence.

RESOLVED: that the reasons for absence be approved on behalf of Councillor C Merrington.

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.

There were no declarations of interest received.

83.2. To consider any applications for dispensation.

There were no applications for dispensation to consider.

84. To approve and sign the draft minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 21st July 2026.

RESOLVED: that the draft minutes of a meeting of Upton & North Elmsall Parish Council, held on Tuesday 21st July 2026, be approved as a true record and signed by the Chair.

85. Co-option of a Parish Councillor

85.1. 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.

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.

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 85.3.

85.3. To consider the candidates for co-option.

The candidates were considered in private.

Signed: _____

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.

RESOLVED: that the public meeting be reconvened and a vote on the appointment of a councillor by co-option be carried out; and that Ewan MacGregor be appointed as a co-opted member of Upton & North Elmsall Parish Council.

85.5. For the successful candidate to sign the Declaration of Acceptance of Office.
Councillor E MacGregor signed their Declaration of Acceptance of Office and joined the meeting.

86. To receive the draft minutes of a meeting of the Finance Committee held on Tuesday 28th July 2026.

RESOLVED: that the minutes of a meeting of the Finance Committee, held on Tuesday 28th July 2026, be received.

87. To receive the draft minutes of a meeting of the Employment & Staffing Committee held on Tuesday 1st September 2026.

RESOLVED: that the minutes of a meeting of the Employment & Staffing Committee, held on Tuesday 1st September 2026, be received.

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.

RESOLVED: that the Village Hall General Maintenance budget for 2026/27 be increased by £2,000, to £4,000 overall, with the funds being transferred from General Reserves.

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.

RESOLVED: that the new Committee memberships for the remainder of 2026/27 be reviewed and confirmed as follows:

Committee	**Membership**
Allotments Committee	Cllr I Bell, Cllr E MacGregor, Cllr C Merrington, Cllr H Owen and Cllr S Spencer.
Employment & Staffing Committee	Cllr S Birtles, Cllr E Farmer, Cllr H Owen and Cllr S Pallett. *One Vacancy.*
Events Committee	Cllr P Atherton, Cllr I Bell, Cllr S Birtles, Cllr E MacGregor and Cllr S Spencer.
Finance Committee	Cllr P Atherton, Cllr E Farmer, Cllr E MacGregor, Cllr H Owen and Cllr S Spencer.

Signed: _____

90. To receive verbal updates from District Councillors on matters relevant to Upton and North Elmsall. (For information only.)

Councillor Chad Thomas provided the following updates:

- Quad Bike incidents continued to be raised at PACT meetings and the police would continue to respond to reports.
- The District Councillors had helped Upton Juniors Football Club with an application for funding from the Sports Foundation to create a 4G pitch in the village.

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

RESOLVED: that the Clerk's Update report be received, together with the further verbal updates provided to Members at the meeting regarding the Tree Preservation Order requests, the Village Show, and two maintenance issues relating to a bin at School Street Green and the water bowser, which Adam Washington had attended to at no cost to the Council.

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

Members provided the following updates:

- Councillor Birtles reiterated the Quad Bike issues, urging people to report each incident, confirmed that the caravan that had been parked on Parish Council land had been removed following police intervention, and reported that a concern regarding the potential sale of firearms in Ackworth had been raised with the police, who were investigating the matter.
- Councillor Spencer informed Members that the Village Show had been a success and expressed hope that it would grow into something bigger and better next year.
- Councillor Farmer thanked the Admin & Allotment Manager for all their hard work bringing the Village Show together.

93. Financial Matters

93.1. <u>To note the receipt of the Quarter 1 VAT refund, totalling £4,376.40.</u>

RESOLVED: that the receipt of the Quarter 1 VAT refund, totalling £4,376.40, be noted.

93.2. <u>To approve the accounts for payment for September 2026.</u>

RESOLVED: that the accounts for payment for September 2026, totalling £18,350.39 (£17,482.97 plus £867.42 VAT), be approved for payment.

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

Signed: _____

93.3. 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 £4,426.86 (£4,033.20 plus £393.66 VAT) be received.

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

93.4. To receive the list of payments for July and August 2026.

RESOLVED: that the list of payments for July and August 2026, totalling £35,358.33 (£32,763.06 plus £2,595.27 VAT), be received.

A copy of the list of payments for July and August 2026 is attached at Appendix 3.

94. To receive and note the External Auditor's Report and Certificate for 2025/26 and to consider any actions arising.

RESOLVED: that the External Auditor's Report and Certificate for 2025/26 be received and noted; and that no actions were required.

95. To review the independence, effectiveness and competence of the Council's internal audit arrangements for 2026/27 and to consider any actions required.

RESOLVED: that the independence, effectiveness and competence of the Council's internal audit arrangements for 2026/27 be reviewed and determined as satisfactory.

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.

RESOLVED: that alternative surfacing options be explored and quotes be brought back to Council for consideration; and that the area be made safe in the interim.

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.

RESOLVED: that the National Allotment Society be contacted for advice regarding the Council's available options and potential next steps; and that quotes be obtained for strimming the area.

Signed: _____

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.

RESOLVED: that letters be sent to the residents of the houses in question, requesting the removal of these items from the Parish Council's land within 14 days of the date of the letter.

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.

RESOLVED: that the Clerk liaise with Councillor I Bell to scrutinise the Legionella Risk Assessment and determine the scope of works required by the Council.

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.

RESOLVED: that two additional folding tables and one double table trolley for the Village Hall be purchased at a total cost of £928.22 (£773.52 plus £154.70 VAT).

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.

RESOLVED: that the purchase of winter plants and fertiliser for the flower tubs be authorised at a total cost of £900; and that the Plants budget heading be increased by £600, to £1,600 overall, with the funds being transferred from General Reserves.

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.

RESOLVED: that Wakefield MDC be contacted in the first instance to establish whether it would be willing to provide additional litter bins on Common Lane. If not, the Clerk is authorised to enquire whether the Council would be permitted to install its own bins and, if so, whether Wakefield MDC would agree to adopt and empty them, together with any associated costs or requirements.

103. To consider an application from Friends of the Community for the second £1,000 instalment of its 2026/27 grant funding.

RESOLVED: that the second £1,000 instalment of the Friends of the Community 2026/27 grant funding be approved.

Signed: _____

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.

RESOLVED: that the purchase of a memorial plaque in memory of the late Councillor Shaun Hodson be approved in principle; and that the Clerk be delegated authority to liaise with Mrs Hodson regarding all arrangements and to obtain quotes.

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.

RESOLVED: that a contribution of £4,000 towards Help at the Hub's direct running and delivery costs be approved for a 12-month period.

No commitment was made to funding beyond that period. However, any subsequent request for further support would be considered separately by the Council, taking account of the service review and the information set out below. Funding would not automatically be renewed.

Before considering any further contribution, Members would expect to receive:

- clear information on service usage and outcomes during the funded period, including evidence of the level of use by residents of Upton and North Elmsall and whether this reflects the anticipated proportion of approximately 30% of service users;
- appropriate financial information relating to the operation of the service;
- an update on progress towards securing a longer-term or more permanent funding arrangement; and
- evidence that the Parish Council's financial contribution has been appropriately recognised in publicity and promotional materials during the funded period.

A review of the service should therefore take place before the end of the initial 12-month funding period should any further financial support from the Parish Council be sought.

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.

RESOLVED: that the Council does not wish to submit a representation for the West Yorkshire Mass Transit Spatial Development Framework Regulation 19 Publication Draft at this time.

Signed: _____

107. Planning

107.1. To receive and consider any new planning applications.

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

107.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be received:

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

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.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council, to be held on Tuesday 20th 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.

Signed: _____

APPENDIX 1

Accounts Payable

Upton and North Elmsall Parish Council

Sep-26

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**

APPENDIX 2

Payments Made Under Clerk's Delegated Authority

Upton and North Elmsall Parish Council

July - Sept 2026

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**

Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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

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APPENDIX 3

Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									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	

APPENDIX 3

Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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	

Payments for Month 5 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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	Ingleross 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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APPENDIX 3

Payments for Month 5 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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	