



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.

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.

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. <i>One Vacancy.</i>
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.

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. To note the receipt of the Quarter 1 VAT refund, totalling £4,376.40.

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

93.2. To approve the accounts for payment for September 2026.

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.

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.

- 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.

- 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.

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.