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 Upton & North Elmsall Parish Council

Date: 14th October 2026

Dear Councillor,

You are hereby summoned to attend a **Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 20th October 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 20th October 2026 at 6:30pm at the Village Hall

AGENDA

109. Apologies and Reasons for Absence

109.1. To receive apologies.

109.2. To consider approval of the reasons for absence.

110. Declarations of Interest

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

110.2. To consider any applications for dispensation.

111. To approve and sign the draft minutes of a Meeting of Upton & North Elmsall Parish Council held on Tuesday 15th September 2026. (A)

112. Co-option of a Parish Councillor

112.1. To receive short introductions from candidates, limited to a maximum of 3 minutes per candidate.

112.2. 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 112.3 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.

112.3. To consider the candidates for co-option.

112.4. 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.

112.5. For the successful candidate to sign the Declaration of Acceptance of Office.

113. To receive the draft minutes of a meeting of the Allotments Committee held on Tuesday 22nd September 2026. (C)

114. To receive the draft minutes of a meeting of the Events Committee held on Tuesday 6th October 2026. (D)

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

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

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

118. To consider and determine the appointment of a councillor to the vacant seat on the Employment & Staffing Committee.

119. To review and approve the revised Expenses and Mileage Policy and associated claim form. (F)

120. To review and approve the Council's new Chair's Allowance Policy and associated claim form. (G)

121. To consider the Village Hall Legionella Management Policy, Plan and Written Scheme and determine whether to adopt the documents and associated management arrangements. (H)

122. To receive the advice from the National Allotment Society, consider the options for the School Street allotment site, including potential vegetation clearance to enable further assessment of asbestos contamination, and agree the next steps and any associated expenditure. (I)

123. Financial Matters

123.1. To note the receipt of the second instalment of the 2026/27 Precept, totalling £126,882.50.

123.2. To note the receipt of the Quarter 2 VAT Refund, totalling £3,865.26.

123.3. To approve the accounts for payment for October 2026. **(J)**

123.4. To receive the list of payments made under Clerk's Delegated Authority since the last report. **(K)**

123.5. To receive the list of payments for September 2026. **(L)**

124. To consider arrangements for the parish-wide distribution of the 2027/28 Events Booklet and approve associated expenditure from the Advertising & Publicity budget. (M)

125. To consider the quotation from T & D Contractors for clearance of two recently vacated allotment plots at Harewood Lane, at a cost of £1,050 plus VAT, and to determine whether to approve the works and fund the expenditure from General Reserves. (N)

126. To consider the proposal to move from the current Rialtas application to the web-based system, including the costs and implementation arrangements. (O)

127. To consider membership of the Society of Local Council Clerks (SLCC) for the Clerk and approve the associated subscription cost. (P)

128. To consider Upton Rugby Club's grant application for £1,500 towards its annual bonfire event and determine the Council's response. (Q)

129. To consider projects and priorities for potential inclusion in the 2027/28 budget and identify any additional areas of expenditure for consideration by the Finance Committee. (R)

130. To discuss the request for financial support from UNEF for the library and receive members' views to inform the Finance Committee's assessment of financial feasibility and its recommendations to Full Council. (S)

131. Planning (T)

131.1. To receive and consider any new planning applications.

131.2. To note any planning decisions received.

132. To note that the next meeting of Upton & North Elmsall Parish Council will take place on Tuesday 17th November 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 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. <u>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.</u>

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. <u>For the successful candidate to sign the Declaration of Acceptance of Office.</u>
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. 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.

Signed: _____

93.3. <u>To receive the list of payments made under Clerk's Delegated Authority since the last report.</u>
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. <u>To receive the list of payments for July and August 2026.</u>
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: _____

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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 Draques 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.

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.

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.

Signed: _____

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.

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:

Signed: _____

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**
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

Signed: _____

Code / Notes	Heading	2026/27 Budget	2026/27 Year End Forecast	2027/28 Proposed Budget	Variance
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**
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

Signed: _____

Code / Notes	Heading	2026/27 Budget	2026/27 Year End Forecast	2027/28 Proposed Budget	Variance
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: _____

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

MINUTES OF A MEETING OF THE EVENTS COMMITTEE

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

Present: Councillor P Atherton
Councillor I Bell – Vice-Chair
Councillor S Birtles
Councillor E MacGregor
Councillor S Spencer – Chair

Helen Senior – Clerk & RFO

1. **To appoint the Chair of the Events Committee for the 2026/27 municipal year.**
   RESOLVED: that Councillor S Spencer be appointed as Chair of the Events Committee for the 2026/27 municipal year.

2. **To appoint the Vice-Chair of the Events Committee for the 2026/27 municipal year.**
   RESOLVED: that Councillor I Bell be appointed as Vice-Chair of the Events Committee for the 2026/27 municipal year.

3. **Apologies and Reasons for Absence.**
   3.1. To receive apologies for absence.
   There were no apologies received as all members were in attendance.

   3.2. To consider approval of the reasons for absence.
   There were no reasons for absence to consider as all members were in attendance.

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.
   There were no declarations of interest received.

   4.2. To consider any applications for dispensation.
   There were no applications for dispensation to consider.

Signed: _____

5. **To receive and note the Events Committee Terms of Reference.**
   RESOLVED: that the Events Committee Terms of Reference be received and noted.

6. **To review the Scarborough Day Trip, including feedback and expenditure, and agree any recommendations for future trips.**
   RESOLVED: that the annual coastal day trip be continued, with the 2027 trip to take place on Saturday 14th August 2027.

   It was further agreed that:
   - future trips would be limited to two coaches, with a waiting list operated once all available places had been allocated;
   - a £5.00 refundable deposit would be introduced for each booking, with the deposit to be refunded once the coaches had departed;
   - options for taking bookings and payments online via the Council's website would be explored, including the possible use of an online payment provider such as Square or Stripe; and
   - an additional coach trip would also be considered for the Christmas period, with a Christmas market suggested as a possible destination.

7. **To review the Village Show, including feedback and expenditure, and agree any recommendations for future events.**
   RESOLVED: that the Village Show be continued and expanded, with the 2027 event to take place on Saturday 11th September 2027.

   It was agreed that officers would explore options to develop the event further, including:
   - inviting suitably experienced local individuals or businesses to judge particular categories;
   - seeking sponsorship from local businesses to help offset event costs;
   - making greater use of both the Village Hall and external space, including the possible use of a marquee for some categories;
   - retaining space for community, fundraising and commercial stalls, with a nominal charge to be considered for stalls operating for profit; and
   - making the presentation of prizes more prominent, including use of the stage for announcing winners and presenting prizes.

8. **To receive an update and agree outstanding arrangements for the Christmas Pantomime on 5th December 2026, including ticketing, refreshments, Santa and associated operational expenditure.**
   RESOLVED: that the following arrangements for the Christmas Pantomime be agreed:
   - tickets would be charged at £2.00 per person;

Signed: _____

- adults would be charged £1.00 for a hot drink and packet of biscuits, with tea, coffee and hot chocolate to be available;
- children would receive a refreshment pack comprising popcorn, crisps, sweets, biscuits and a fruit drink;
- children would also have the opportunity to meet Santa following the performance and receive a selection box;
- Councillor Merrington would be approached in the first instance regarding the role of Santa, with alternative arrangements to be made if required;
- The Admin & Allotment Manager would be asked whether they would be willing to assist in costume as Mrs Christmas;
- additional volunteers would be sought from Members, including at least one further volunteer to assist in costume as an elf;
- the possibility of selling tickets online through the Council website would be explored, subject to the practicalities of setting this up in time for the 2026 event;
- the Council would consider using an email distribution platform to build a mailing list for future event communications;
- operational expenditure of up to £1,500 excluding VAT was approved for the event;
- the required arrangements for the entertainers were agreed; and
- Colliers Café would be approached regarding provision of a small buffet.

9. To receive and review the Events budget position for 2026/27.
RESOLVED: that the current Events budget position be received and noted.

Members were satisfied that the events delivered during the financial year had been accommodated within the approved budget and considered the remaining balance of approximately £1,000 to represent a positive position. No areas of concern were identified.

10. To consider and agree whether to hold any additional events or community activities during the remainder of the 2026/27 financial year, subject to available budget and resources.
RESOLVED: that a children's Easter Crafts Competition be held on 25th March 2027, using the remaining Events budget.

It was agreed that:

- children would book an hourly attendance slot between 10:00am and 2:00pm;
- materials would be provided for children to decorate a number of Easter-themed craft items, including polystyrene eggs and Easter bonnets;
- completed entries would be labelled with the entrant's name and judged by the Events Committee in separate categories;

Signed: _____

- each child attending the event would receive a small Easter egg;
- category winners would receive a larger Easter egg as a prize;
- winning entrants would be invited to collect their prizes following the judging; and
- the Clerk would approach the Library to enquire whether the event could be held there. If the Library was unavailable or unable to accommodate the event, it would instead be held at the Village Hall.

11. To consider and agree a proposed schedule of events for the 2027/28 financial year.

RESOLVED: that the following proposed programme of events for 2027/28 be approved:

- May 2027 – Indoor Spring Fayre
- Saturday 14th August 2027 – Coastal Day Trip
- Saturday 11th September 2027 – Village Show and Scarecrow Festival
- October 2027 – Halloween Trail and Pumpkin Picking
- Late November/early December 2027 – Christmas Market Coach Trip
- November 2027 – Mini Christmas Tree Lights Switch-On
- 4th December 2027 – Christmas Pantomime
- February 2028 – After Dark adult event, with a Murder Mystery proposed for the first year
- March 2028 – Children's Easter Crafts Competition

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

Members reviewed the draft budget and considered the anticipated costs of the proposed 2027/28 events programme. The Day Trip budget was increased to £4,000 to provide for both the annual coastal trip and an additional Christmas market trip. Members also considered the anticipated costs of the proposed smaller community events.

At this point, the meeting reached the two-hour limit prescribed by Standing Orders.

RESOLVED: that Standing Orders be suspended to allow the meeting to continue beyond the two-hour limit and enable the remaining business to be concluded.

Members continued consideration of the proposed event costings and determined that the Other Community Events provision could be reduced from the original draft figure of £15,000 to £7,000.

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

Signed: _____

Code	Heading	2026/27 Budget	2026/27 Year End Forecast	2027/28 Proposed Budget	Variance
New code	Village Show	£500.00	£380.00	£1,000.00	£500.00
New code	Day Trip	£2,229.00	£2,229.00	£4,000.00	£1,771.00
New code	Christmas Pantomime	£5,750.00	£5,750.00	£6,000.00	£250.00
New code	Event Equipment & Safety Supplies	£0.00	£0.00	£1,000.00	£1,000.00
New code	Other Community Events	£1,021.00	£1,000.00	£7,000.00	£5,979.00
	SUB TOTAL	**£9,500.00**	**£9,359.00**	**£19,000.00**	**£9,500.00**

13.To agree the date of the next Events Committee meeting.

RESOLVED: that the next meeting of the Events Committee be held on Tuesday 12th January 2027 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 at 8:37pm.

Signed: _____

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 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 15th September 2026.

Community Garden
All required documentation, procedures, PPE and storage arrangements for the Community Garden are now in place. A skip was delivered on 13th October and the remaining waste and materials were cleared in-house by the Clerk, Admin & Allotment Manager and Councillor Spencer, avoiding the previously quoted contractor cost of £475.

Allocation of the raised beds is expected to begin during the week commencing 19th October. Remaining vegetation works and organisation of the polytunnel will be progressed in the new year.

Legionella
Following receipt of the Legionella Risk Assessment, the required management documentation has been prepared, including the Management Plan and Written Scheme, weekly flushing and monthly temperature monitoring records and associated risk assessments.

The Clerk has completed Legionella Awareness training and the kitchen basin taps have been cleaned, descaled and disinfected as recommended. Further actions identified within the Risk Assessment will continue to be progressed.

Miners Memorial Garden
DK Landscapes are due to commence the previously approved repaving works at the Miners Memorial Garden on 26th October. The final cost has increased slightly to include replacement of the concrete surrounding the memorial stone and a 4% uplift relating to payment arrangements; however, the revised total remains within the expenditure previously authorised by Council, including the £2,000 contingency.

The required 10% deposit has been paid under the Clerk's delegated authority. Works are expected to take approximately three to five days, subject to weather and unforeseen circumstances.

School Street Surfacing

Professional advice and quotations have been requested from Sutcliffe Play regarding suitable replacement surfacing for the damaged area at School Street Play Area. Once received, this will provide a basis for comparison with alternative suppliers and costs before a recommendation is brought forward.

In the meantime, the Clerk has removed as much loose and raised material as possible to reduce the immediate risk. No further complaints or concerns have been received.

Multi Factor Authentication

Work continues to implement Multi Factor Authentication across relevant Council Microsoft 365 accounts. Instructions have been circulated and a dedicated support session was held on 8th October; however, a number of confirmations remain outstanding.

Members are strongly requested to complete the registration process and notify the Clerk as soon as possible. MFA is free of charge, significantly improves account security and is required before the IT provider can implement the recommended Microsoft 365 baseline security settings. Failure to implement the recommended measures increases the risk of account compromise and potential recovery costs.

The Clerk remains available to assist any Member requiring support.

LGPS

The employer administration form has been completed, signed by the payroll provider and submitted to West Yorkshire Pension Fund, together with queries regarding implementation arrangements. The indicative employer contribution rate remains approximately 14.9%, and a response is awaited confirming the next steps required to complete the Council's admission.

Help at the Hub

The Council's £4,000 contribution towards the initial twelve-month operation of Help at the Hub has now been paid and the Parish Council's support has been appropriately acknowledged.

Information about the service has been shared with residents and some have chosen to access it rather than wait for the next Citizens Advice session. Citizens Advice sessions at the Village Hall continue to receive steady attendance and, at this stage, the two services appear to be operating alongside one another effectively. The position will continue to be monitored.

Winter Plants
The winter plants have now been delivered and installed.

The planting was undertaken by Councillor Spencer and Adam Washington, with assistance from local volunteers.

One item remains outstanding due to supplier backorder and will be planted and invoiced separately once received.

Adam will continue to water the new planting during the initial establishment period, after which normal winter weather conditions should reduce the need for ongoing watering.

Water Bowser
Following an issue with the water bowser, Adam Washington identified that the engine required replacement. A replacement unit costing just over £200 was purchased under the Clerk's delegated authority and installed, together with minor remedial works. The bowser is now fully operational.

Village Hall Tables & Trolley
The two new tables approved for the Village Hall have now been delivered.

The accompanying double trolley is currently on backorder due to a supplier issue. The supplier has advised that delivery is expected by early December, although they will endeavour to provide it sooner if possible.

Village Hall Hot Water System
As identified within the Legionella Risk Assessment, the existing 25-litre hot water heater is considered insufficient for the requirements of the Village Hall system.

A quotation has been requested for the supply and installation of a larger replacement unit, together with removal and disposal of the existing heater.

The quotation is currently awaited.

Christmas Tree & Lighting Provision
Further attempts have been made to confirm Wakefield Council's usual Christmas tree provision; however, despite telephone and email follow-up, confirmation remains outstanding.

Given the timescales involved, alternative arrangements may now need to be pursued. This could include seeking permission for the Parish Council to provide its own trees and battery-operated lighting at the three traditional Wakefield Council-owned locations, alongside additional Christmas lighting and decorations on Parish Council-owned sites.

Further arrangements will be progressed once Wakefield Council's position has been clarified.

Bins on Common Lane

Following the request for consideration of additional waste bin provision on Common Lane, near Thistle Drive, Wakefield Council was contacted on 9th October 2026.

Wakefield Council has confirmed that the enquiry has been referred to its Street Scene team for consideration.

A further response is awaited.

Recommendation:

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

UPTON & NORTH ELMSALL PARISH COUNCIL
EXPENSES & MILEAGE POLICY

Purpose of this Policy
This policy sets out the arrangements for the payment and reimbursement of mileage and other reasonable expenses incurred while carrying out authorised Parish Council duties. It is intended to ensure that expenditure is necessary, properly authorised, supported by an appropriate audit trail and treated consistently.

Scope
This policy applies to:

- Parish Councillors;
- employees of the Parish Council; and
- other persons only where the Council has expressly agreed that reasonable expenses may be reimbursed.

The Chair's Allowance is governed separately by the Council's Chair's Allowance Policy. Ordinary mileage, travel and subsistence must not be charged to the Chair's Allowance where they are payable under this policy.

General Principles
Expenses will only be paid where they are incurred wholly and necessarily in connection with authorised Council business and are reasonable in the circumstances.

The following principles apply:

- No person should make a purchase or commit the Council to expenditure unless they have authority to do so.
- Councillors must not routinely purchase goods or services on behalf of the Council. Council purchases should normally be arranged by the Clerk/RFO or another employee acting within delegated authority.
- Claims must relate to official Council duties and must not include personal expenditure.
- Claims must be supported by receipts, tickets or other appropriate evidence where applicable.
- Claims must be made using the Council's approved or administratively issued claim form.
- The Council may query or refuse a claim that does not comply with this policy or the Council's financial procedures.

Councillor Expenditure and Purchases
Councillors are not officers or employees of the Council and are not authorised to place orders, enter into contracts or make routine purchases on the Council's behalf. Where goods or services are required for Council business, the requirement should be referred to the Clerk/RFO so that the purchase can be made through the Council's normal procurement and payment arrangements.

A councillor should not assume that an item personally purchased will be reimbursed. Any exceptional proposed expenditure must be discussed with the Clerk/RFO before the cost is incurred and, where necessary, referred to the Council or an appropriately authorised committee.

Mileage

Eligible Mileage

Mileage may be claimed where a journey is necessary for the performance of authorised Council duties. Examples may include:

- attendance at an authorised external meeting, conference or training event;
- an authorised site visit or inspection;
- attendance at a Council event or activity where travel forms part of the authorised duty; and
- another journey specifically undertaken on authorised Council business.

Mileage must not be claimed for private journeys or for any journey that is not connected with authorised Council business.

Mileage Rates

The Council has adopted the following HMRC Approved Mileage Allowance Payment rates for authorised business mileage:

- Cars and vans: 55p per mile for the first 10,000 business miles in the tax year, then 25p per mile;
- Motorcycles: 24p per mile; and
- Bicycles: 20p per mile.

The Council will review these rates when HMRC guidance changes. Any change to the mileage rate paid by the Council must be approved by resolution of the Council.

Mileage Records

Each mileage claim must show:

- the date of the journey;
- the purpose of the journey;
- the start and destination points;
- the number of miles claimed; and
- the mileage rate and total amount claimed.

Mileage should normally be based on a reasonable and direct route. The claimant may be asked to provide further information where the mileage claimed is unclear or appears excessive.

Travel and Other Expenses

Where appropriate and authorised, reasonable costs directly connected with Council duties may be reimbursed. These may include:

- public transport fares, normally at standard class;
- parking charges, but not parking fines or penalties;
- taxis where their use is reasonable and has been authorised, or where there is no practical alternative;
- reasonable subsistence where attendance on Council business requires the claimant to be away for a substantial period and refreshments are not otherwise provided; and
- other necessary expenses expressly authorised in advance.

Alcohol, fines, penalties, personal purchases, discretionary expenditure and costs unrelated to Council duties will not be reimbursed.

Staff Expenses and Purchases
Employees may incur expenditure only where this falls within their delegated authority or has otherwise been authorised in accordance with the Council's Financial Regulations and Scheme of Delegation.

Where an employee personally incurs an authorised expense, reimbursement must be supported by an appropriate receipt or other evidence and submitted through the Council's normal claim process.

VAT
Mileage payments do not create a separate VAT reclaim by the Council.

Where a councillor personally incurs expenditure and is reimbursed, the Council will not reclaim VAT from that reimbursement. Councillors should therefore not make purchases on behalf of the Council as a means of obtaining goods or services for Council use.

Where the Council itself places an order, receives the appropriate invoice and pays from Council funds, VAT will be treated in accordance with the Council's normal VAT procedures and HMRC requirements. Employee purchases made under proper delegated authority will also be treated in accordance with those requirements.

Claim Procedure
Claims should be submitted promptly and normally no later than three months after the expenditure or journey was incurred, unless there are exceptional circumstances.

The claimant must:

1. complete the relevant Council claim form;
2. provide full details of the purpose of the journey or expense;
3. attach receipts, tickets or other evidence where applicable; and
4. sign or otherwise certify that the claim is accurate and relates to authorised Council business.

Claims will be checked and authorised in accordance with the Council's Financial Regulations, Scheme of Delegation and normal payment procedures. A claimant must not authorise their own claim.

Council Property
Any equipment, materials or other assets purchased directly by the Council remain the property of Upton & North Elmsall Parish Council, regardless of which councillor or employee is authorised to use them. Council property must be returned when requested, when the authorised use ends, or when the individual leaves the relevant office or employment.

Records and Audit Trail
The Clerk/RFO will retain claim forms, receipts and supporting records in accordance with the Council's accounting, audit and document retention requirements. Expenditure will be recorded against the appropriate budget heading.

Review of this Policy
This policy will be reviewed periodically and may be updated by resolution of the Council where legislation, HMRC guidance, mileage rates or the Council's financial arrangements change.

UPTON & NORTH ELMSALL PARISH COUNCIL

EXPENSES & MILEAGE CLAIM FORM

For authorised Council mileage, travel and other reimbursable expenses

Please complete this form for mileage and other authorised expenses incurred while carrying out official Council duties. Receipts or other supporting evidence must be attached where applicable. Councillors should not use this form to make routine purchases of goods or services on behalf of the Council.

CLAIMANT DETAILS

Name:	
Role:	☐ Councillor ☐ Employee ☐ Other authorised claimant

A. MILEAGE CLAIM

Current Council mileage rates: Cars/vans 55p per mile for the first 10,000 business miles in the tax year, then 25p; motorcycles 24p; bicycles 20p.

Date	Journey / route	Purpose of journey	Miles	Rate	Amount
MILEAGE TOTAL			£		

B. OTHER EXPENSES

Examples include authorised public transport, parking, taxis, subsistence or another expense permitted under the Council's Expenses & Mileage Policy.

Date	Description of expense	Council duty / purpose	Receipt attached?	Amount
EXPENSES TOTAL		£		

TOTAL AMOUNT CLAIMED

TOTAL CLAIM	£

CLAIMANT DECLARATION

I confirm that the mileage and/or expenses claimed above were incurred wholly and necessarily in connection with authorised Upton & North Elmsall Parish Council duties.

I confirm that the information provided is accurate, that I have attached appropriate supporting evidence where required, and that I have not claimed these costs from any other source.

Claimant signature: _____

Date: _____

OFFICE USE ONLY

Checked by Clerk/RFO:	Name: _____ Date: _____
Authorised by:	Name/role: _____ Date: _____
Budget code(s):	
Payment reference/date:	
VAT treatment:	☐ No VAT reclaim ☐ VAT treated through normal Council procedures (staff/eligible Council purchase only)

UPTON & NORTH ELMSALL PARISH COUNCIL
CHAIR'S ALLOWANCE POLICY

Purpose of this Policy
This policy sets out how Upton & North Elmsall Parish Council will provide for and administer the Chair's Allowance and the types of expenditure for which it may be used.

The purpose of the allowance is to meet additional expenses arising directly from holding the office of Chair and representing the Parish Council. It is not a personal benefit or general discretionary spending fund.

Legal Basis
Section 15(5) of the Local Government Act 1972 allows a parish council to make an allowance available to its Chair to meet the expenses of the office.

The allowance applies only to the Chair of the Parish Council. It does not apply to the Vice-Chair or to other councillors by virtue of their office.

Annual Approval and Budget
The Council will determine whether the office of Chair is to receive an allowance and will approve the amount to be provided for the relevant financial year. The approved sum will be included in the Council's budget and the decision, including the intended payment arrangements, will be recorded in the minutes.

The existence of a budget does not remove the requirement for expenditure to fall within the purpose of the Chair's Allowance and the Council's financial controls.

What the Chair's Allowance is Intended to Cover
The Chair's Allowance is intended to meet additional costs that arise as a direct consequence of the Chair acting as the formal representative of the Parish Council, particularly in relation to external representation and civic hospitality.

Appropriate expenditure may include, where reasonable in the circumstances:

- costs associated with attending civic, charitable or community functions in the official capacity of Chair, other than ordinary mileage, travel or subsistence payable under the Council's Expenses & Mileage Policy;
- modest civic hospitality or refreshments where the Chair is formally hosting or representing the Council;
- flowers, cards, wreaths or similar modest gestures sent or presented in the Chair's official representative capacity;
- a modest charitable donation associated with an official civic or charitable function attended or supported by the Chair on behalf of the Council; and
- other reasonable incidental costs incurred solely because of the duties and representative responsibilities of the office of Chair.

There is no automatic entitlement to spend the full amount budgeted. Expenditure must remain reasonable, proportionate and directly connected with the office of Chair.

What the Allowance Does Not Cover
The Chair's Allowance must not be used for:

- personal expenditure or items for the Chair's private use;

- ordinary mileage, travel or subsistence that can be claimed under the Council's Expenses & Mileage Policy;
- general grants, sponsorship or donations that are more properly considered under the Council's Grant Scheme Policy or by a formal Council decision;
- political or party-political activity;
- fines, penalties, alcohol for personal consumption or other inappropriate expenditure;
- purchases that are unrelated to the duties of the office of Chair; or
- equipment intended to become the personal property of the Chair.

Equipment and Council Resources
The Chair's Allowance is not intended to provide the Chair with personal ownership of equipment such as a laptop, mobile phone, printer or similar durable item.

Where the Council considers that equipment or another resource is reasonably required for the office of Chair, it should normally be purchased directly by the Council through its usual procurement arrangements. Any such item remains the property of Upton & North Elmsall Parish Council and must be returned when the Chair leaves office or when the Council requests its return. The item may then be made available to a subsequent Chair or otherwise used or disposed of by the Council.

How the Allowance May Be Provided
The Council may determine that the Chair's Allowance will be provided by one or a combination of the following methods:

- payment of an approved allowance directly to the Chair;
- the Council retaining the budget and paying appropriate costs directly; or
- reimbursement of qualifying expenditure personally incurred by the Chair against appropriate receipts or invoices.

The method or combination of methods to be used should be clear from the Council's decision and financial records.

Direct Payment of an Allowance
Where all or part of the approved allowance is paid directly to the Chair as a lump sum or regular payment, it will be processed through payroll in accordance with the Council's payroll arrangements and applicable tax requirements.

The Chair should keep appropriate records of expenditure relating to the office so that the use of the allowance can be evidenced if required. Records should be retained for an appropriate period in case of audit or tax enquiry.

Council-Paid Expenditure and Reimbursement
Where practicable, expenditure should be arranged through the Parish Council office so that the Council places the order, receives the invoice and pays the supplier directly.

Where the Chair personally incurs qualifying expenditure and reimbursement is permitted, the claim must be supported by appropriate evidence and submitted using the Council's relevant Chair's Allowance claim form or other process approved by the Clerk/RFO.

A claim must clearly identify the purpose of the expenditure and demonstrate that it arose directly from the Chair's official duties. The Chair must not authorise their own claim.

Authorisation
Expenditure from the Chair's Allowance will be authorised in accordance with the Council's Financial Regulations and Scheme of Delegation.

Where a payment or reimbursement falls within the Clerk/RFO's delegated authority, it may be processed under that authority provided it complies with this policy and the approved budget. Where the amount exceeds delegated authority, or where the matter otherwise requires member approval, it must be referred to the Council or to a committee with specific delegated authority to consider such expenditure.

The Chair or another individual councillor cannot be given delegated authority to approve the Council's expenditure in place of the Council, a properly authorised committee or an officer acting within delegated authority.

VAT
VAT will not be reclaimed from a Chair's Allowance payment made directly to the Chair or from an expense reimbursement where the Chair has personally made the purchase.

Where the Council itself places the order, receives an appropriate invoice addressed to the Council and pays the supplier directly from Council funds, VAT will be treated in accordance with the Council's normal VAT procedures and HMRC requirements.

Relationship with Other Council Expenditure
The Chair's Allowance must not be used to bypass the Council's normal grant, procurement, budgeting or decision-making procedures. Where expenditure is properly a Council purchase, grant, project cost or service cost, it should be dealt with under the appropriate Council budget and procedure rather than treated as an expense of the office of Chair.

A modest donation that is directly associated with the Chair representing the Council at a civic or charitable function may be met from the Chair's Allowance where this is consistent with the Council's approved arrangements. A wider or stand-alone grant or donation should be considered through the Council's normal grant or decision-making process.

Records and Transparency
The Clerk/RFO will ensure that expenditure relating to the Chair's Allowance is recorded against the appropriate budget heading and that sufficient supporting records are retained for accounting and audit purposes.

The Chair's Allowance remains public money and must be administered with the same standards of accountability, reasonableness and transparency as other Council expenditure.

Review of this Policy
This policy will be reviewed periodically and may be updated by resolution of the Council where legislation, guidance or the Council's financial arrangements change.

UPTON & NORTH ELMSALL PARISH COUNCIL
CHAIR'S ALLOWANCE CLAIM FORM

For reimbursement of actual expenditure properly chargeable to the approved Chair's Allowance

This form is for expenditure incurred directly as a consequence of holding the office of Chair and acting as the Parish Council's official representative. Ordinary mileage, travel and subsistence must be claimed separately under the Council's Expenses & Mileage Policy. The Chair's Allowance must not be used for personal expenditure or to bypass the Council's normal grant, procurement or decision-making procedures.

CHAIR DETAILS

Name of Chair:

Financial year:

CHAIR'S ALLOWANCE EXPENDITURE

Examples may include modest civic hospitality, flowers/cards/wreaths, appropriate costs of official representation, or a modest charitable donation directly associated with an official civic or charitable function.

Date	Expense	Official event / representative purpose	Receipt / evidence attached?	Amount
TOTAL CLAIM		£		

CHAIR'S DECLARATION

I confirm that each item claimed above was incurred directly as a consequence of my duties as Chair of Upton & North Elmsall Parish Council and falls within the Council's approved Chair's Allowance Policy.

I confirm that none of the expenditure is personal, that ordinary mileage/travel/subsistence has not been included, and that the same expenditure has not been claimed from any other source.

I understand that VAT will not be reclaimed by the Council on expenditure personally incurred and reimbursed through this claim.

Chair signature: _____

Date: _____

Amount claimed: £ _____

Running total of Chair's Allowance used: £ _____

OFFICE USE ONLY

Checked by Clerk/RFO:	Name: _____ Date: _____
Within approved Chair's Allowance budget:	☐ Yes ☐ No / referral required
Authorisation route:	☐ Clerk/RFO delegated authority ☐ Council ☐ Authorised committee
Minute reference (if required):	
Budget code:	Chair's Allowance
Payment reference/date:	
VAT treatment:	No VAT reclaim on expenditure personally incurred by the Chair

UPTON & NORTH ELMSALL PARISH COUNCIL

Village Hall

LEGIONELLA MANAGEMENT POLICY, PLAN & WRITTEN SCHEME

Harewood Lane, Upton, WF9 1JB

Document Owner	Clerk & Responsible Person
Adopted by Council	
Review Frequency	Annually, and sooner if required by the risk assessment or change in circumstances
Next Formal Risk Assessment Review	By July 2028 unless earlier review is triggered

1. Purpose and Policy Statement

Upton & North Elmsall Parish Council recognises its duty to manage and control the risk of exposure to Legionella bacteria arising from the hot and cold water systems at the Village Hall. The Council will take reasonably practicable steps to protect employees, councillors, contractors, volunteers, hirers, visitors and members of the public who may be affected by the operation of the building.

This document sets out the Council's site-specific arrangements for managing the water system, implementing the recommendations of the Legionella Risk Assessment undertaken by Absolute Water Compliance on 16 July 2026, monitoring control measures, keeping records, and responding to non-conformances, positive sampling results or a suspected case of legionellosis associated with the premises.

2. Scope

- Premises: The Village Hall, Harewood Lane, Upton, WF9 1JB.
- Water system: mains-fed cold water serving domestic outlets throughout the building and one high-storage hot water heater supplying hot water to the whole site.
- Outlets covered by the assessment include the kitchen, accessible WC, gents WC and ladies WC outlets identified in the July 2026 risk assessment.
- This scheme applies to normal operation, periods of reduced use, shutdown/reopening, maintenance, monitoring, sampling and remedial works.
- Any water system, asset or area not included in the July 2026 assessment must be separately assessed where it may present a reasonably foreseeable Legionella risk.

3. Reference Documents and Legal Framework

- Absolute Water Compliance - Legionella Risk Assessment, Village Hall, 16 July 2026.
- Health and Safety at Work etc. Act 1974.
- Control of Substances Hazardous to Health Regulations 2002 (as amended).
- HSE Approved Code of Practice L8 - Legionnaires' disease: The control of Legionella bacteria in water systems.
- HSE HSG274 Part 2 - The control of Legionella bacteria in hot and cold water systems.
- BrightSafe Legionella Control Guidance Note 5-12 and site-specific task risk assessments.

4. System Description

System / Asset	Description	Control Relevance
Incoming cold water	Mains supply enters the building externally and supplies cold water to outlets throughout the site.	Cold water should remain below 20°C at sentinel outlets after flushing/monitoring in accordance with the control regime.
Hot water system	One Hyco high-storage water heater in the kitchen; 25-litre vessel supplying the whole building.	The July 2026 assessment identified the unit as under-capacity and recommended replacement with a larger unit.

System / Asset	Description	Control Relevance
Sentinel outlets	Gents WC wash hand basin and kitchen sinks were identified as sentinel outlets in the assessment.	Used for routine temperature monitoring. Other representative outlets are checked on a rotational basis.
Other outlets	Accessible WC, kitchen wash hand basin and ladies WC wash hand basins, plus associated WCs/urinal and kitchen outlets.	Included in flushing, inspection and monitoring where applicable.

Schematic: The schematic drawing contained within the Absolute Water Compliance risk assessment is to be retained with this written scheme and treated as part of the site Legionella logbook. Any material alteration to the water system must be reflected in an updated schematic.

5. Management Responsibilities

Role	Appointee	Key Responsibilities	Status
Duty Holder	Upton & North Elmsall Parish Council (corporate body)	Ultimate responsibility for ensuring suitable arrangements, resources and oversight are in place.	Confirmed
Responsible Person	Clerk & RFO	Day-to-day management; maintain written scheme and logbook; arrange monitoring, flushing, sampling, training and remedial works; escalate matters requiring Council approval.	To be formally recorded on adoption
Deputy Responsible Person	Admin & Allotment Manager	Provide cover in the Responsible Person's absence and carry out delegated monitoring/recording tasks.	To be confirmed
Persons carrying out routine tasks	Clerk and/or trained staff as designated	Carry out flushing, temperature checks and record keeping in accordance with this scheme and task risk assessments.	Training/competence to be recorded

Role	Appointee	Key Responsibilities	Status
Competent water hygiene contractor	Absolute Water Compliance or another competent contractor appointed by the Council	Provide specialist advice, risk assessment, technical investigation, sampling interpretation and remedial support where required.	As required

6. Training and competence

The Responsible Person and anyone carrying out Legionella management tasks must receive suitable instruction and training appropriate to the duties they perform. Training records are to be retained with the Legionella logbook.

- The Clerk completed Legionella Awareness training on 8 October 2026; the certificate is to be retained with the site records.
- Anyone asked to undertake flushing or temperature monitoring must be briefed on the site procedure, safe flushing, required control limits and escalation process.
- Specialist tasks outside staff competence must be referred to a competent contractor.

7. Preventative control regime

Frequency	Task	Control Standard / Method	Record	Responsible
Weekly	Flush little-used outlets	Flush to drain in a manner that minimises aerosol generation. Follow the approved flushing risk assessment.	Weekly flushing record	Responsible Person / designated trained staff
Monthly	Hot and cold water temperature monitoring	Check sentinel outlets using a suitable thermometer. Hot water should achieve at least 50°C within 1 minute; cold water should be below 20°C within 2 minutes. Record actual readings.	Temperature monitoring log	Responsible Person / designated trained staff
Monthly / during routine checks	Visual outlet inspection	Check outlets for scale, debris, corrosion, damaged fittings, kinks or deterioration. Clean/descale or arrange replacement where necessary.	Legionella diary / maintenance record	Responsible Person

Frequency	Task	Control Standard / Method	Record	Responsible
Six-monthly	Expansion vessel flushing (where fitted / applicable)	Flush small expansion vessels in accordance with the manufacturer's instructions and safe system of work.	Legionella diary	Competent person / contractor
As directed by action plan	Legionella sampling	Undertake sampling while elevated cold-water temperatures remain under investigation and until the system is shown to be under control. Follow the laboratory/competent contractor procedure and retain results.	Sampling results and action log	Responsible Person / competent contractor
Annually	Management review	Review monitoring, flushing, sampling, incidents, remedial actions, training, changes to use or system and outstanding actions.	Annual management review	Responsible Person
Every 2 years or earlier if triggered	Formal risk assessment review	Review sooner if the system/use changes, controls fail, key personnel change, new risk information becomes available, or a case of legionellosis is associated with the system.	Updated professional risk assessment	Competent assessor

8. Weekly Flushing Procedure

Weekly flushing is to be carried out in accordance with the separate BrightSafe risk assessment for weekly flushing of unused water systems. The current Council procedure is:

- Identify outlets that have not been used sufficiently during the preceding week.
- Flush outlets to drain while minimising the creation of aerosols and avoiding splashing.
- Cold outlets: flush for a minimum of 2 minutes and check that the water is below 20°C where temperature monitoring is being undertaken.
- Hot outlets: run until the maximum stable temperature is achieved and, where required for monitoring, verify that at least 50°C is achieved within 1 minute.

- Record completion immediately on the weekly flushing record. If an entry is missed, do not retrospectively certify a task unless there is reliable evidence it was completed; instead record the position transparently in the Legionella diary.

9. Temperature Monitoring and Action Limits

The July 2026 assessment identified cold-water temperatures above 20°C at the kitchen, gents WC, accessible WC and ladies WC outlets. Temperature monitoring is therefore a key control measure and must be documented.

Parameter	Target	If Target is not Achieved	Record
Cold water	Below 20°C within 2 minutes	Record reading; investigate possible warming/stagnation; increase flushing/monitoring as appropriate; escalate persistent failures to a competent contractor.	Temperature log + Legionella diary
Hot water at outlets	At least 50°C within 1 minute	Record reading; check heater performance/capacity and system operation; arrange remedial action if failure persists.	Temperature log + Legionella diary
Sampling result	No positive result / result acceptable under specialist advice	Follow the positive-result action plan in section 12 and seek specialist advice.	Laboratory report + action log

10. Remedial Action Plan from July 2026 Risk Assessment

The following action plan translates the principal findings of the Absolute Water Compliance assessment into the Council's management arrangements. Status should be updated as work progresses.

Finding	Priority	Required Action	Current Position (Oct 2026)	Owner / Target
No Legionella policy / written scheme / management structure / roles / procedures	High	Adopt site-specific policy and written scheme; define roles, control regime, non-conformance, positive-result and emergency procedures.	This document drafted for adoption.	Clerk / Council - October 2026

Finding	Priority	Required Action	Current Position (Oct 2026)	Owner / Target
No suitable logbook / incomplete monitoring records	High	Maintain a site logbook containing flushing, temperatures, sampling, training, maintenance and remedial actions.	Weekly flushing record and Legionella diary available; formal use to commence/continue immediately.	Clerk - immediate
Training / competence records absent	High	Provide appropriate training and retain records.	Clerk completed Legionella Awareness training 8 Oct 2026. Any deputies/task holders to be trained/briefed.	Clerk - ongoing
25-litre kitchen water heater under-capacity	High	Replace with a suitably sized heater capable of serving the building and achieving required hot-water temperatures.	Email sent to gas engineer on 8 Oct 2026 requesting a quotation to supply and fit a suitably sized replacement water heater and remove/dispose of the existing unit.	Clerk / Council - quotation awaited
Cold-water temperatures above 20°C at multiple outlets	High	Investigate system and controls; undertake documented temperature monitoring and Legionella sampling until system is shown to be under control.	Thermometer ordered; sampling kit ordered; monitoring regime to be implemented.	Clerk / competent contractor - immediate
Scaled/debris-affected kitchen wash hand basin outlet	High in remedial schedule	Clean, descale and disinfect; replace outlet if cleaning is insufficient.	Completed: kitchen wash hand basin taps cleaned, descaled and disinfected; visible scale removed.	Completed - August 2026; continue routine inspection/cleaning
No schematic available to site management	High	Retain the schematic from the risk assessment with	Risk assessment schematic to be filed with the site logbook.	Clerk - immediate

Finding	Priority	Required Action	Current Position (Oct 2026)	Owner / Target
		this scheme and update after alterations.		
COSHH / task assessments absent	High	Maintain task-specific risk assessments and COSHH assessments where substances/tasks require them.	Weekly flushing risk assessment completed 8 Oct 2026; further assessments to be added as needed.	Clerk - ongoing
Expansion vessel flushing not evidenced	Management task	Identify applicable expansion vessel(s) and arrange six-monthly flushing where present.	To be confirmed and added to diary.	Clerk / contractor
Flexible hoses - condition / WRAS status	Observation	Inspect regularly; replace if aged, damaged, kinked, non-WRAS approved or otherwise unsuitable.	Add to periodic inspection regime.	Clerk / contractor
Areas/assets outside assessment / internal stop tap not located	High	Identify any additional water assets/systems and obtain further assessment where required; locate/record the internal mains stop tap if practicable.	Outstanding.	Clerk / contractor

11. Non-conformance Procedure

A non-conformance is any monitoring or inspection result indicating that the system may not be operating within the control measures in this written scheme. Examples include cold water at or above 20°C after the required flush period, hot water failing to reach 50°C within 1 minute, missed flushing, scale/debris, a failed heater, unexpected stagnation, or an adverse sampling result.

- Record the issue immediately in the Legionella diary, including location, reading/result, date and person identifying it.
- Where practicable, repeat the check to confirm the result and ensure the measurement method/equipment is functioning correctly.

- Increase flushing or temporarily restrict an affected outlet where this is a proportionate interim control and can be done safely.
- Inform the Responsible Person. The Responsible Person will determine whether specialist contractor advice, sampling or remedial works are required.
- Record all remedial action and re-check the outlet/system after completion. Close the action only when satisfactory control has been demonstrated.
- Escalate repeated or unresolved failures to the Council/Chair as appropriate where expenditure or a significant operational decision is required.

12. Action Plan for a Positive Legionella Sample

- Do not ignore or simply repeat a positive result without specialist advice.
- Immediately notify the Responsible Person and obtain advice from a competent water hygiene specialist/laboratory on the significance of the result and required control measures.
- Identify and, where appropriate, restrict use of affected outlets or parts of the system pending advice and remedial action.
- Arrange remedial measures, which may include cleaning, disinfection, temperature correction, flushing, repair or replacement, as advised by the competent specialist.
- Undertake follow-up sampling where advised and retain all laboratory results and action records.
- Review this written scheme and the Legionella risk assessment if the result indicates that existing controls are ineffective.

13. Suspected or Confirmed Legionellosis Associated with the Building

- If the Council becomes aware of a suspected or confirmed case believed to be associated with the Village Hall, the Responsible Person must treat the matter as urgent.
- Close or restrict access to the affected premises/water system as appropriate pending competent advice.
- Do not drain, disinfect or substantially alter the system unless advised to do so, as this may compromise investigation evidence.
- Seek urgent advice from the relevant public health/enforcing authority and a competent water hygiene specialist.
- Preserve monitoring, maintenance, sampling and attendance records and cooperate with any investigation.
- Reopen affected facilities only when competent advice confirms that appropriate control/remedial measures have been completed.

14. Periods of Low Use, Shutdown and Reopening

- During periods when the Hall is open but outlets are little used, continue the weekly flushing regime.
- Before reopening after any extended closure or unusually low-use period, flush affected outlets safely and carry out temperature checks. Seek specialist advice if the system has been stagnant for an extended period or if control limits are not achieved.
- Record the shutdown/reopening checks and any additional action in the Legionella diary.

15. Record keeping

The Legionella logbook may be maintained as a physical folder, electronic file, or a combination of both, provided records are readily accessible for inspection. Records relating to the management and monitoring of the system should be retained for at least five years where applicable.

- Current Legionella Risk Assessment and any subsequent reviews.
- This policy, management plan and written scheme, including adoption/review records.
- Water system schematic and details of material alterations.
- Weekly flushing records.
- Monthly temperature monitoring records.
- Legionella diary / action log.
- Sampling results and correspondence with laboratories/contractors.
- Training and competence records.
- Maintenance, cleaning, descaling and remedial works records.
- Quotes, invoices and completion evidence for water heater replacement and other remedial work.
- Annual management review records.

16. Review of Scheme

The Responsible Person will review this scheme at least annually. It must also be reviewed whenever there is reason to believe it may no longer be valid, including after changes to the water system or use of the building, changes in key personnel, new information about risks or controls, adverse monitoring/sampling results, failure of control measures, or a suspected/confirmed case of legionellosis associated with the system.

The professional Legionella risk assessment is to be reviewed by a competent assessor no later than the advised two-year review period (July 2028) unless an earlier review is triggered.

Appendix A - Site Monitoring Schedule

Task	Frequency	Evidence	Escalation Trigger
Little-used outlet flushing	Weekly	Weekly flushing record	Missed task; stagnation; abnormal appearance/odour; inability to flush safely
Sentinel hot/cold temperature checks	Monthly	Temperature log	Hot <50°C within 1 min; cold >=20°C within 2 min
Outlet condition inspection	Monthly / routine	Legionella diary	Scale, debris, corrosion, damage or flexi-hose concern
Expansion vessel flushing	Six-monthly where applicable	Legionella diary / contractor record	Unable to identify/flush; poor condition

Sampling	As required by action plan / specialist advice	Lab report	Positive/adverse result
Management review	Annually	Signed review record	Any control failure or material change
Professional risk assessment	Two-yearly or earlier if triggered	Updated risk assessment	Change in system/use, control failure, new information or case associated with system

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

SCHOOL STREET ALLOTMENTS – NATIONAL ALLOTMENT SOCIETY ADVICE AND OPTIONS

Purpose of Report

To provide Members with the advice received from the National Allotment Society (NAS) regarding the legal status and future options for the School Street Allotment site, and to enable the Council to determine the next steps.

Background

The School Street site was transferred to Upton & North Elmsall Parish Council by Wakefield Council in 2008. The transfer contains a restrictive covenant stating that the land must not be used for any purpose other than allotment gardens.

Historically, the site was used primarily for the keeping of livestock rather than as conventional allotment plots. The Council subsequently intended to redevelop the land into a formal allotment site, but this was not fully progressed, and the site is now heavily overgrown.

A refurbishment and demolition asbestos survey was undertaken in May 2026. Asbestos cement debris was identified within the School Street area, together with asbestos-containing roofing and fascia materials. Due to extensive vegetation, rubbish and restricted access, the survey could not establish the full extent of contamination across the site.

The Council has previously obtained a quotation of £16,980 plus VAT to strim and clear the School Street site sufficiently to expose the ground and allow the extent of contamination to be assessed, together with a further £550 plus VAT for removal of the garage. These figures do not include any subsequent asbestos removal or redevelopment works.

The Council currently operates another allotment site containing more than 50 plots and has a waiting list of approximately 30 people, demonstrating that there remains local demand for allotment provision.

Advice from the National Allotment Society

The National Allotment Society has advised that, based on the information provided, the School Street site would likely be regarded as a statutory allotment site, as the land was originally acquired for allotment purposes rather than for another purpose with temporary allotment use.

The NAS further advised that the restrictive covenant has a significant impact on the Council's available options. The covenant could potentially be varied or removed, although this may not be straightforward and specialist conveyancing advice would be appropriate if the Council wished to pursue this route.

The NAS has also advised that:

- the Council is not necessarily required to redevelop the site regardless of cost, although there is legal pressure to provide allotments where there is demonstrated demand and the health and safety of future tenants must also be considered;
- temporary alternative use may potentially be possible, provided it remains clear that the land could return to allotment use if required;
- any permanent change of use or disposal of statutory allotment land would require Secretary of State approval;
- sale or transfer may be possible with the required approval, although the restrictive covenant would continue to bind any future owner; and
- an alternative option could be to work with an allotment association, including potentially an association formed from individuals on the Council's waiting list, with an association assisting with general clearance and the Council meeting specialist asbestos-removal costs.

Options Available to the Council

Option 1 - Progress redevelopment as allotments

The Council could continue towards bringing the site back into allotment use.

This would initially require clearance of the vegetation and rubbish to allow the full extent of contamination to be identified, followed by asbestos removal and further works required to create a safe and usable allotment site.

The overall cost cannot currently be established.

Option 2 - Explore partnership with an allotment association

The Council could explore whether an allotment association could be formed or whether an existing organisation could assist with the future management and development of the site.

The NAS has suggested that involvement from an association or future tenants in general clearance work could potentially reduce costs, although specialist asbestos removal would still need to be undertaken appropriately.

Option 3 - Obtain specialist legal/conveyancing advice

The Council could seek specialist advice regarding the restrictive covenant, including:

- whether it can realistically be varied or released;
- who legally benefits from the covenant;
- the likely process and cost involved; and
- the extent to which alternative future uses could lawfully be pursued.

This would provide Members with greater clarity before committing significant expenditure to the site.

Option 4 - Consider temporary alternative use

The NAS has advised that a temporary alternative use may potentially be possible where the site remains capable of reverting to allotment use if required.

Any such use would still need to take account of the existing contamination and associated health and safety issues.

Option 5 - Explore permanent change of use or disposal

The Council could explore the possibility of permanent change of use, sale or transfer.

If the site is statutory allotment land, Secretary of State approval would be required. The restrictive covenant would also remain relevant and would continue to bind a future owner unless separately varied or released.

Financial Considerations

The Council does not currently know the total cost of making the School Street site safe and bringing it into full allotment use.

The previously obtained quotation of £16,980 plus VAT, together with £550 plus VAT for garage removal, relates only to the initial clearance stage and does not include the subsequent removal of asbestos debris or the costs associated with redevelopment of the site.

Members may therefore wish to consider whether further legal, technical and financial information should be obtained before committing substantial expenditure.

Matters for Consideration

Members are asked to:

1. receive and note the advice provided by the National Allotment Society;
2. consider the options available for the future of the School Street allotment site; and
3. determine the next steps, which may include one or more of the following:

- progressing further investigation and costing of redevelopment as allotments;
- exploring involvement of an allotment association;
- obtaining specialist legal or conveyancing advice regarding the restrictive covenant;
- investigating temporary alternative uses;
- exploring the legal implications of permanent change of use or disposal; or
- agreeing another course of action.

Accounts Payable **J**

Upton and North Elmsall Parish Council

Oct-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19/09/2026	T & D Contractors	Gym Equipment Repairs - Rose Estate	£590.00	£118.00	£708.00
23/09/2026	YLCA	Cllr Training - 2 x Training Day Places	£210.00	£0.00	£210.00
28/09/2026	PPL PRS	Music Licence	£1,130.28	£226.05	£1,356.33
30/09/2026	Newstead Nurseries	Winter Plants and Fertiliser	£585.42	£117.08	£702.50
30/09/2026	Heatons Group	Cleaning Equipment & Supplies	£116.93	£23.39	£140.32
01/10/2026	DRD Communications	Phone and Broadband	£49.75	£9.95	£59.70
06/10/2026	Shaw Toilet Hire	Portable Toilet Hire - Harewood Lane	£130.00	£26.00	£156.00
08/10/2026	Adam Washington	Winter Planting	£750.00	£0.00	£750.00
12/10/2026	Heatons Group	Cleaning Equipment	£32.27	£6.45	£38.72
13/10/2026	HMRC	PAYE & NIC - October 2026	£1,304.16	£0.00	£1,304.16
13/10/2026	Askew Skips	Skip Hire - Community Garden	£250.00	£50.00	£300.00
			£5,148.81	£576.92	**£5,725.73**

Payments Made Under Clerk's Delegated Authority

Upton and North Elmsall Parish Council

Sept - Oct 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
14/09/2026	Co-Op Upton	Ice Cream - Village Show	£18.20	£0.00	£18.20
14/09/2026	Co-Op Upton	Refreshments - Village Show	£32.41	£0.00	£32.41
16/09/2026	Canva Business	Monthly Subscription	£15.00	£3.00	£18.00
17/09/2026	DK Landscapes	Miners Memorial Garden Repaving Deposit	£1,009.84	£0.00	£1,009.84
17/09/2026	YLCA	Staff Training	£18.80	£0.00	£18.80
17/09/2026	YLCA	Staff Training	£37.60	£0.00	£37.60
17/09/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
17/09/2026	YLCA	Cllr Training	£105.00	£0.00	£105.00
28/09/2026	L & S Engineers	Water Bowser Engine	£210.80	£42.16	£252.96
28/09/2026	Amazon - EU & Third Party	Hazardous Waste PPE	£68.06	£13.62	£81.68
29/09/2026	Amazon - Third Party	Hazardous Waste Secure Container	£27.49	£5.50	£32.99
29/09/2026	Defib Warehouse (First Rescue Training & Supplies Ltd)	2 x Replacement Defib Pads	£136.00	£27.20	£163.20
30/09/2026	Amazon - EU	2 Pack Digit Combi Padlock	£4.80	£0.96	£5.76
01/10/2026	Amazon - EU	Spray Paint	£13.70	£2.74	£16.44
01/10/2026	Paperstone	Photocopier Paper	£59.98	£12.00	£71.98
05/10/2026	Co-Op Upton	Office Refreshments	£5.00	£0.00	£5.00
07/10/2026	B & M Pontefract	Electrical Tape & Batteries	£16.50	£0.00	£16.50
07/10/2026	Timpson Ltd	11 x Container Keys	£60.00	£0.00	£60.00
09/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
09/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
09/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
09/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
09/10/2026	SmartWater Testing Ltd	Legionella Testing Kit	£45.00	£9.00	£54.00
12/10/2026	Post Office Pontefract	Postage	£57.60	£0.00	£57.60
12/10/2026	Amazon - EU	2 Pack Waterproof Thermometer	£10.82	£2.16	£12.98
			£3,802.60	£118.34	**£3,920.94**

Payments for Month 6 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2026	LCR Brands Limited	DDR	3.79		0.63	4049	101	3.16	Money Bags
04/09/2026	Creative Pension Trust	DDR	32.40		5.40	4001	104	27.00	Pension Administration
04/09/2026	Creative Pension Trust	DDR	223.41			4003	104	223.41	Pension Payment
04/09/2026	Scottish Water - Business	DDR	55.86			4105	147	55.86	Water Charges-Community Garden
07/09/2026	Barclays Bank	DDR	13.66			4043	101	13.66	Commission Charges
07/09/2026	Amazon EU S.a.r.L.	DDR	10.61		1.77	4046	101	8.84	A4 Laminating Pouches
07/09/2026	Amazon EU S.a.r.L.	DDR	14.90		2.48	4007	134	12.42	Display Stands
11/09/2026	Petty Cash	Show Prize	140.00			250		140.00	Cash for Village Show
11/09/2026	Co-Op Upton	DEBIT	18.20			4007	134	18.20	Ice Cream - Village Show
11/09/2026	Co-Op Upton	DEBIT	32.41			4007	134	32.41	Refreshments - Village Show
14/09/2026	Euro Digtial Systems	DDR	58.54		9.76	4041	101	48.78	Photocopying Charges
16/09/2026	Base RateTracker A/c	Precept	126,882.50			201		126,882.50	Precept - 2nd Instal.
16/09/2026	E.ON Electricity	DDR	644.62		30.70	4107	102	613.92	Village Hall Electricity
16/09/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	104	206.67	HR Services
16/09/2026	Canva UK Operations Ltd	DDR	18.00		3.00	4022	101	15.00	Canva Business Subscription
16/09/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Airtime - Clerk
17/09/2026	Levi Solicitors LLP	DDR	3,600.00		600.00	4020	101	3,000.00	Legal Advice - Green Lane
17/09/2026	Wakefield District Council	DDR	657.74		109.62	4113	140	548.12	Annual Play Area Inspections
17/09/2026	Elite Community Sports CIC	DDR	9,600.00			4195	110	9,600.00	Summer Camp 2026
17/09/2026	HM Revenue & Customs	DDR	1,255.10			4000	104	1,255.10	PAYE & NIC Aug 2026
17/09/2026	SHAW Toilet hire	DDR	124.80		20.80	4005	121	104.00	Toilet Hire - Harewood Lane
17/09/2026	DK Landscapes	DDR	1,009.84			4113	139	1,009.84	Deposit - Miners Paving
17/09/2026	PKF Littlejohn LLP	DDR	756.00		126.00	4025	101	630.00	AGAR 2025/26
17/09/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
17/09/2026	Heatons Group Limited	DDR	7.07		1.18	2002	102	5.89	Cleaning Supplies
17/09/2026	DRD Communications Ltd	DDR	58.92		9.82	4040	101	49.10	Phone & Broadband Charges
17/09/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
17/09/2026	HM Revenue & Customs	DDR	1,550.76			4000	104	1,550.76	PAYE & NIC Sept 2026
17/09/2026	Yorks Local Council Assn	DDR	18.80			4010	104	18.80	Staff Training Webinar
17/09/2026	Yorks Local Council Assn	DDR	37.60			4010	104	37.60	Staff Training Webinar
17/09/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
17/09/2026	Yorks Local Council Assn	DDR	105.00			4152	145	105.00	Cllr Training - Training Day
18/09/2026	South Elmsall Town Council	DDR	4,000.00			4190	110	4,000.00	Community Hub 12m Contribution
21/09/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Mobile Airtime - Admin
21/09/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
23/09/2026	Spotted Penguin Company Ltd	DDR	928.22		154.70	4120	102	773.52	Tables & Table Trolley
25/09/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	104	20.00	Pension Administration
28/09/2026	L & S Engineers Ltd	DDR	252.96		42.16	4120	140	210.80	Water Bowser Engine
28/09/2026	Pro Logic Computers (UK) Ltd	DDR	188.32		31.39	4042	101	156.93	Monthly IT Support

Continued on Page 3

Payments for Month 6 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/09/2026	Staff Salaries	SO	4,214.91			4000	104	4,214.91	Monthly Staff Salaries-Sept 26
28/09/2026	Amazon EU S.a.r.L.	DDR	35.79		5.97	4049	147	16.49	Masks
						4049	147	13.33	Gloves
28/09/2026	TYSR Limited	DDR	28.99		4.83	4049	147	24.16	Asbestos Waste Bags
28/09/2026	Kyzen Media Ltd	DDR	16.90		2.82	4049	147	14.08	Safety Goggles
29/09/2026	USB International Limited	DDR	32.99		5.50	4120	147	27.49	Lockable Storage Container
29/09/2026	First Resc. Train. & Sup. Ltd	DDR	163.20		27.20	4049	146	136.00	Defibrillator Pads
30/09/2026	Amazon EU S.a.r.L.	DDR	5.76		0.96	4120	147	4.80	Digit Combi Padlocks
	Total Payments for Month		158,388.64	0.00	1,269.99			157,118.65	
	Balance Carried Fwd		27,793.14						
	Cashbook Totals		186,181.78	0.00	1,269.99			184,911.79	

Payments for Month 6 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2026	Post Office Ltd	CASH	14.40			4045	101	14.40	Stamps
12/09/2026	Village Show Prize Winners	CASH	115.00			4007	134	115.00	Village Show Prize Money
	Total Payments for Month		129.40	0.00	0.00			129.40	
	Balance Carried Fwd		81.20						
	Cashbook Totals		210.60	0.00	0.00			210.60	

Payments for Month 6 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/09/2026	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		638.45						
	Cashbook Totals		646.95	0.00	0.00			646.95	

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

EVENTS BOOKLET - PARISH-WIDE DISTRIBUTION

Purpose of Report
To seek approval for the parish-wide distribution of the Council's 2027/28 Events Booklet and for the associated distribution expenditure to be met from the existing Advertising & Publicity budget.

Background
The Events Committee has agreed a programme of events for 2027/28 and work is underway to prepare an Events Booklet providing residents with details of the planned activities.

The intention is for the booklet to be distributed to households across Upton and North Elmsall in February 2027, providing residents with advance notice of the Council's events programme for the forthcoming year.

For the first year, the booklet would be designed and produced in-house. Printing would be undertaken using the Council's existing printing, photocopying and office supplies provision, meaning that no separate professional printing cost is proposed at this stage.

Proposed Distribution
In order to maximise coverage across the parish, Royal Mail Door to Door distribution has been considered as a practical means of delivering the booklet directly to households.

Using a parish-wide delivery service would also enable the Council to reach residents who may not routinely use the Council's website or social media channels.

Estimated Distribution Cost
Based on current Royal Mail Door to Door pricing and an estimated distribution of approximately 3,300 households across the parish, the anticipated cost of distribution is approximately £350 to £400, depending upon the final weight and format of the booklet.

It is therefore proposed that expenditure of up to £400 be authorised for distribution. The final cost would be confirmed once the booklet design, weight and required distribution area have been finalised.

Budget Position

The Council's Advertising & Publicity budget for 2026/27 is £500. No expenditure has currently been incurred against this budget, leaving the full £500 available.

As the proposed distribution would take place during February 2027, the expenditure would fall within the 2026/27 financial year and can therefore be met in full from the existing Advertising & Publicity budget, with no requirement for additional budget provision or use of reserves.

Production of the booklet itself would be undertaken in-house and met through existing printing, photocopying and office supplies provision.

Future Communications Provision

Members may wish to consider whether additional provision should be included within the 2027/28 budget to further develop the Council's parish-wide communications.

This could include professional printing of future Events Booklets, allowing for an improved finish and reducing the administrative time involved in producing larger quantities in-house.

Consideration could also be given, either during 2027/28 or in future years, to the introduction of a periodic Council newsletter distributed directly to households across the parish. A quarterly or other regular publication could provide residents with updates on Council projects, services, facilities, community initiatives, decisions and forthcoming activities, in addition to promoting events.

Any such proposal would be subject to separate consideration by Council, including the proposed frequency, format, printing and distribution costs, before implementation.

Considerations

The proposed Events Booklet provides an opportunity to trial parish-wide physical distribution using existing in-house production resources and a relatively modest distribution cost before the Council considers whether to develop a wider communications programme.

This approach would allow the Council to assess the value and practicality of direct household distribution before committing to additional expenditure for professional printing or more regular publications.

Matters for Consideration

Members are asked to:

1. approve parish-wide distribution of the 2027/28 Events Booklet;
2. approve expenditure of up to £400 from the 2026/27 Advertising & Publicity budget for distribution;
3. note that the booklet will be designed and produced in-house using existing Council resources;
4. authorise the Clerk to finalise the distribution arrangements and place the order once the booklet and distribution requirements have been confirmed; and
5. consider, as part of the 2027/28 budget-setting process, whether additional provision should be made for professional printing and/or the future development of parish-wide Council communications.

Recommendation

That Council approves parish-wide distribution of the 2027/28 Events Booklet, authorises expenditure of up to £400 from the 2026/27 Advertising & Publicity budget, and delegates authority to the Clerk to finalise and place the distribution order once the booklet and delivery requirements have been confirmed.

That Council also notes the opportunity to consider additional budget provision for professional printing and wider parish communications as part of the 2027/28 budget-setting process.

N

T&D CONTRACTORS

15 /9/ 2026

ESTIMATE

Upton & North Elmsall Parish Council

To Remove rubbish and sheds on 2 allotments Harewood lane allotments . All Rubbish taken away

£1050.00

Price plus VAT

Yours sincerely

T EASTER

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

PROPOSED MOVE TO RIALTASWEB

Purpose of Report

To provide Members with information regarding the proposed move from the Council's existing installed Rialtas application to RialtasWeb, including the operational benefits, financial implications and practical arrangements, and to seek approval to proceed with migration for two users.

Background

The Council currently uses Rialtas software for Omega accounting, allotment management and Making Tax Digital (MTD).

At present, the software is accessed through the installed Rialtas application. Remote access requires additional arrangements, including use of the Council's existing VPN connection.

RialtasWeb provides access to the Council's existing Rialtas systems through a web browser, allowing authorised users to access the software from suitable internet-connected devices without relying upon a particular computer or local installation.

The Clerk understands that Rialtas intends to withdraw the installed application in due course, meaning that migration to the web-based platform will eventually be necessary. Rialtas has confirmed that all new modules will be developed for the web platform only, although no confirmed withdrawal date for the existing application has currently been provided.

Moving at this stage would therefore allow the Council to undertake the transition at a suitable time rather than waiting until migration becomes necessary within a supplier-imposed timescale.

Benefits to the Council

The principal benefits of moving to RialtasWeb are as follows.

<u>Flexible Access</u>

The Clerk & RFO and Admin & Allotment Manager would be able to access Rialtas from suitable internet-connected devices at the office, at home or elsewhere within the UK.

This would remove the need for the specialist VPN arrangement currently required for remote access and would make authorised home and remote working considerably more straightforward.

Business Continuity

Access to Rialtas would no longer depend upon a particular office computer or local software installation.

If staff were unable to access the office for any reason, finance and allotment administration could continue from another suitable location, subject to internet access and availability of the hosted service.

Backups and Disaster Recovery

Rialtas advises that the hosted system includes daily, weekly and monthly backups together with disaster recovery and data-management arrangements.

Users are also able to create manual point-in-time backups. File attachments are retained for the life of the contract.

This would reduce reliance upon locally managed backup arrangements and improve resilience should an IT problem arise.

Reduced Software Maintenance

Rialtas would manage hosting and product updates centrally.

The Council would therefore no longer need to maintain a local Rialtas installation in order to keep the software accessible and up to date.

Access to Future Developments

Rialtas has advised that all new modules will be developed for the web platform.

Moving to RialtasWeb would therefore ensure that the Council is able to access relevant future developments within the modules for which it is licensed. Migration would not automatically provide access to additional paid modules.

Financial Implications

Rialtas provided revised costs on 1st October 2026 for two users.

Item	**Annual Cost excluding VAT**
Existing Omega Base, Allotments and MTD	£722
Additional RialtasWeb cost – two users	£418
Total annual cost following migration	**£1,140**

The additional annual cost of RialtasWeb would therefore be £418 excluding VAT, equivalent to approximately £34.83 per month.

This is an ongoing annual charge in addition to the Council's existing Rialtas support and maintenance costs.

Rialtas has advised that the additional charge for 2026/27 would be apportioned from the date the web service goes live until 31st March 2027. The full recurring cost would then need to be included within the Council's 2027/28 budget.

Financial and Operational Considerations

The move would result in an additional recurring annual cost to the Council.

However, this would need to be considered alongside the operational benefits of easier staff access, improved business continuity, centrally managed backups and updates, and the ability to undertake migration at a planned time rather than waiting until use of the existing application is withdrawn.

The Council would continue using the same underlying Rialtas systems and data; the principal change would be the method by which authorised staff access those systems.

Matters for Consideration

Members are asked to:

1. consider the operational and financial implications of moving from the existing Rialtas application to RialtasWeb;
2. consider whether to approve RialtasWeb access for the Clerk & RFO and Admin & Allotment Manager at an additional annual cost of £418 excluding VAT;
3. note that the total annual Rialtas cost following migration would be £1,140 excluding VAT based on the current quotation;
4. authorise the Clerk to agree the migration and implementation arrangements with Rialtas, subject to confirmation of the final quotation and contract terms; and
5. agree that the full recurring cost be incorporated into the Council's 2027/28 budget.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) MEMBERSHIP

Purpose of Report

To provide Members with information regarding membership of the Society of Local Council Clerks (SLCC), including the professional support and benefits available, the associated subscription cost and the arrangements applicable where the Council pays the membership fee.

Background

The Society of Local Council Clerks is the professional body for local council clerks and senior council employees in England and Wales. It represents clerks serving more than 5,000 parish, town and community councils.

The SLCC provides professional advice, training, guidance, networking and sector-specific resources intended to support clerks in carrying out their roles and to promote good practice within local councils.

The Council does not currently fund SLCC membership for the Clerk.

Membership Benefits

Full membership provides access to a range of professional support and development services, including:

- access to experienced professional advisers by telephone and email;
- a bi-weekly sector news bulletin;
- access to the SLCC professional e-Forum;
- more than 700 best-practice advice documents;
- the bi-monthly The Clerk magazine;
- discounted training, qualifications, conferences and events;
- networking opportunities through county branch meetings; and
- discounted sector-specific publications and other services.

Membership therefore provides direct access to specialist advice and sector knowledge which may assist the Clerk in dealing with legal, governance, financial, employment and administrative matters arising in the course of Council business.

Full membership also includes membership of the International Institute of Municipal Clerks unless the member opts out.

Professional Development

SLCC membership also supports continuing professional development through access to discounted training and sector qualifications.

Members may also participate in the SLCC Professional Development Scheme, which recognises experience, qualifications and continued professional development.

This would complement the Council's existing commitment to professional development and support the Clerk in maintaining current knowledge of legislation, governance requirements and recognised good practice.

Financial Implications

The 2026 full membership subscription is calculated according to gross annual salary. Based on the applicable salary band, the annual subscription is:

Item	Cost
Annual Full Membership Subscription	£379
Joining Fee	£20
Total first-year cost	**£399**

The joining fee applies to new and lapsed members. Future annual costs would therefore currently be £379, subject to any future changes in SLCC subscription rates.

SLCC states that the Local Government Act 1972, section 143(1)(b), permits a local authority to pay reasonable subscriptions to an association of officers or members of local authorities. SLCC also reports that, according to its 2023 membership survey, 97% of members' councils pay the subscription on behalf of their Clerk.

Where the Council pays the subscription, the membership remains with the Council if the Clerk leaves employment and may be transferred to the successor Clerk.

Benefits to the Council

Although membership is held in the Clerk's name, the benefits extend directly to the Council through:

- access to specialist professional advice;
- improved access to current sector guidance and legislative updates;
- support in maintaining good governance and recognised best practice;
- reduced-cost training and professional development;
- access to a wider network of experienced local council professionals; and
- improved organisational resilience through access to specialist resources and advice.

Membership would also provide an additional source of professional support alongside the Council's existing membership of YLCA and other advisory arrangements.

Matters for Consideration

Members are asked to:

1. consider whether to approve full membership of the Society of Local Council Clerks for the Clerk & RFO;
2. approve the first-year cost of £399, comprising the £379 annual subscription and £20 joining fee; and
3. agree that future annual membership costs be included within the Council's budget, subject to review of the applicable subscription rate.

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UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	**Upton ARLFC**
Main group contact: (Full name and title)	
Position in group	Treasurer
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	Upton Rugby Club will host a Community Firework Event on the evening of Friday 6th November. The event is open to all residents of the local community, specifically targeting Upton and North Elmsall, with free entry to both the fireworks display and the accompanying entertainment. Purpose and impact The event aims to strengthen community spirit, provide safe and inclusive entertainment for families, and support local well-being. It will bring people together from across age groups, encourage volunteering, and raise the profile of Upton Rugby Club as a community hub.
Say how you know there is a need for your project	This is a long-running annual event, established to celebrate community life and provide a safe, accessible celebration for local families. To date, there are no other public events of this nature in the Upton and North Elmsall area, making this event a unique community gathering and a key annual highlight for local residents. The event has built trust and familiarity within the community, attracting both long-standing attendees and new participants each year.
What are the full costs of the project (including VAT if applicable)	For the purchasing of Fireworks the total cost will be £3500
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder – Club Funds £2000
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	N/a

What contribution to these costs would you like from the parish council?	Any contribution would be welcomed, Council discretion
Is this contribution for a specific element of the project?	The contribution from the Parish Council goes directly to the cost of the fireworks
What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☐x Please give details below Committee run CASC organisation

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Six most recent bank account statements	
Business plan for the next three years (applications over £5,000)	

UPTON & NORTH ELMSALL PARISH COUNCIL
GRANT SCHEME POLICY

1. **Introduction**

Upton & North Elmsall Parish Council is committed to supporting community-led initiatives that enhance the quality of life for residents, promote inclusivity, and contribute to a vibrant and cohesive parish.

The Council provides grant funding to support projects and activities that deliver clear benefits to the local community.

2. **Purpose of Grant Funding**

The Parish Council aims to provide financial assistance to projects and initiatives that:

- Promote community engagement and inclusivity
- Encourage social cohesion and reduce isolation
- Support and improve local amenities and services
- Deliver environmental or recreational benefits within the parish

3. **Eligibility**

Applications will be accepted from:

- Charities
- Voluntary and community organisations
- Recreational or special interest groups

Applicants must demonstrate that their project benefits residents of Upton & North Elmsall.

Groups based outside the parish may apply where a clear and direct benefit to parish residents can be evidenced.

Applications from schools or care homes must be submitted via a PTA, Friends group, or similar organisation, rather than directly from the institution.

4. **Types of Grants and Funding Levels**

The Council provides one-off grants to support both capital and revenue projects.

- The standard maximum grant available is £500 per project
- Applications may include multiple elements of a single project
- The scheme is intended to support projects and not act as ongoing core funding

The Council may consider larger grants in exceptional circumstances, particularly for one-off village events that demonstrate significant benefit to residents.

5. **Application Process**

Applications must be made using the Parish Council's official application form.

Applicants will be required to provide supporting documentation, including:

- Constitution or governing document
- Proof of public liability insurance
- Quotes, estimates, or supporting cost evidence
- Bank statement dated within the last three months in the name of the organisation
- Most recent financial information (accounts or summary)

6. Application Frequency

Groups may apply for funding once in any 12-month period, but may include multiple elements of a project within a single application.

Applications for recurring annual events or projects will be considered where they are based within the parish and demonstrate clear benefit to the community.

However, funding is not guaranteed on an ongoing basis, and the Council reserves the right to determine the level of funding awarded each year at its discretion.

7. Assessment Criteria

All applications will be assessed on their individual merits, with particular consideration given to:

- The level of community benefit and impact
- The need for the project
- The financial stability of the organisation
- Alignment with the Council's priorities
- Value for money

Where demand exceeds available funding, priority will be given to projects demonstrating the greatest community impact.

8. Match Funding and Contributions

Applicants are expected to contribute towards the cost of their project where possible.

While no fixed percentage is required, applicants should demonstrate:

- Financial contribution from their own funds, and/or
- Evidence of applications to other funding sources

9. Conditions of Funding

Successful applicants must agree to the following conditions:

- Funding must be used solely for the approved purpose
- The grant must not be used for alternative purposes without prior written approval
- Any unspent funds must be returned to the Council
- The grant must be returned if the project does not proceed

Grants will normally be paid via bank transfer directly into the organisation's account.

The Council reserves the right to request repayment of all or part of the grant if the conditions are not met.

10. Retrospective Applications

Retrospective applications (for projects already completed) may be considered.

The Council will assess:

- Whether the project was urgent
- The financial position of the organisation at the time

Each application will be considered on its own merits.

11. Monitoring and Reporting

Successful applicants are required to provide evidence of how the grant has been used.

This may include:

- Submission of receipts or evidence of expenditure within a timeframe specified by the Council
- A report outlining how the funding has benefited the group and/or community

Failure to provide the required information may affect future funding applications.

12. Publicity and Acknowledgement

Successful applicants must acknowledge the support of Upton & North Elmsall Parish Council in all relevant communications and promotional materials.

This includes, but is not limited to:

- Social media
- Press releases
- Event signage
- Printed or digital publications

Acknowledgement should clearly state that the project or initiative was "supported by Upton and North Elmsall Parish Council."

13. Exclusions

The Council will not normally fund:

- Political or religious activities (unless for wider community benefit)
- The provision of alcohol
- Activities that are the statutory responsibility of another authority

14. Review of Policy

This policy will be reviewed annually by the Parish Council to ensure it remains effective, transparent, and aligned with community needs.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

2027/28 BUDGET SETTING – PROJECTS AND PRIORITIES

Purpose of Report

To invite Members to identify projects, improvements and other priorities they wish to be considered as part of the Council's 2027/28 budget-setting process, and to provide an update on several potential projects previously discussed by the Council.

This report is intended to establish Members' priorities before the Finance Committee undertakes detailed scrutiny of the draft budget, assesses affordability and considers the resulting impact on the precept.

Budget-Setting Process

The detailed working draft budget for 2027/28 is currently being prepared by the Clerk & RFO. It is not presented to Full Council at this stage, as it will first require detailed consideration by the Finance Committee.

The purpose of this stage is therefore to establish what Members would like the Council to consider delivering during 2027/28, including any capital projects, improvements to Council assets, new initiatives or other areas of expenditure which may need to be incorporated into the budget.

Where possible, Members are invited to indicate the broad scope of any proposal and any approximate cost information already known. Where costs are not yet available, further information or quotations can be obtained before the Finance Committee considers the financial implications.

Projects Previously Discussed

A number of potential projects have been discussed by Members during the course of the current year. These have not all progressed to the stage where firm costs are available, but Members may wish to confirm whether they remain priorities for consideration within the 2027/28 budget.

Village Hall Improvements

The need for further improvement and redecoration of the Village Hall has been discussed on a number of occasions. While the new Clerk's office and Meeting Room 1 were decorated as part of the office works undertaken at the end of 2025, significant areas of the remainder of the building now require attention.

Potential works include:

- alteration of the former office to create two separate secure rooms, requiring the installation of a partition wall and an additional doorway;
- use of one of the new rooms as a secure location for the Council's CCTV equipment and safe;
- potential use of the second room for secure storage, including foodbank supplies;
- localised plaster repairs to walls where required; and
- redecoration of the remaining internal areas of the building, including the main hall and other rooms not refurbished during the 2025 office works.

The scale of the building, particularly the main hall with its high ceiling, means that the works are likely to require specialist contractors and could represent a significant project. Firm quotations have not yet been obtained.

Skatepark

The provision of a skatepark was previously brought to Council and was supported in principle by Members.

Detailed research into possible locations, design options, planning requirements and likely costs has not yet been undertaken. The Councillor who originally brought the proposal forward subsequently resigned, and the project has not progressed further alongside other competing Council work.

Members may therefore wish to confirm whether the skatepark remains a priority and, if so, whether the Clerk should undertake initial feasibility and cost research for consideration as part of the 2027/28 budget process or as a longer-term project.

Potential Car Park – Land Opposite the War Memorial

The Council has previously discussed the possibility of using the land opposite the War Memorial to provide additional car parking.

The Clerk has contacted Wakefield Council regarding the proposal. Following correspondence between departments, Wakefield Council has indicated that the proposal is acceptable in principle. Further information is still awaited regarding the terms and likely cost of either purchasing or leasing the land.

The Clerk will continue to pursue this information. Members may wish to confirm whether the proposal remains a priority so that, once the land cost and any further requirements are known, the potential project can be assessed by the Finance Committee.

Other Projects and Priorities

Members are invited to identify any other projects, improvements or areas of expenditure they would like to be considered for 2027/28. This may include works to Council assets, community projects, environmental improvements, new services or equipment, or any other proposal which could have a material budgetary implication.

Identification at this stage does not commit the Council to proceeding with any proposal. It will allow sufficient information to be gathered so that the Finance Committee can consider the competing priorities alongside the Council's existing commitments, reserves and overall precept requirement.

Next Steps

Following this meeting, the projects and priorities identified by Members will be incorporated into the budget-setting work. Where necessary, the Clerk will obtain further information, indicative costs or quotations.

The Finance Committee will then consider the detailed draft budget, including the affordability and financial implications of the priorities identified by Full Council, before making recommendations to Full Council on the 2027/28 budget and precept.

Matters for Consideration

Members are asked to:

1. confirm which of the previously discussed projects should remain priorities for consideration within the 2027/28 budget-setting process;
2. identify any additional projects, improvements or areas of expenditure they wish the Finance Committee to consider;
3. indicate, where possible, the intended scope and approximate level of expenditure associated with any proposal; and
4. refer the priorities identified to the Finance Committee for detailed financial assessment as part of its scrutiny of the 2027/28 draft budget.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 2026

UPTON COMMUNITY LIBRARY – REQUEST FOR FINANCIAL SUPPORT

Purpose of Report

To provide Members with a brief summary of the request received from Upton and North Elmsall Community Forum (UNEF) for financial support towards the staffing costs of Upton Community Library and Community Hub, and to invite Members to discuss the proposal and express their views.

No decision or vote on funding will be taken under this item.

Members' comments will be taken forward to the Finance Committee, which will consider the financial feasibility of the request alongside the Council's wider 2027/28 budget pressures and priorities.

Background

UNEF has operated Upton Community Library and Community Hub since 2014 following the closure of the former local authority library.

The organisation provides library services alongside a wider range of community services, including public computer and internet access, a community café, room hire, youth provision, community groups and activities, events and signposting to other services. UNEF reports more than 10,000 visits annually across its services.

Following the loss of a key long-standing volunteer, UNEF secured £20,000 from the National Lottery to employ a General Assistant for 20 hours per week. That funding is now coming to an end.

Funding Request

UNEF is seeking funding towards a staffing structure comprising:

- two General Assistants working 20 hours per week each; and
- one Cleaner working four hours per week.

The requested funding is:

Financial Year	**Amount Requested**
2027/28	£33,637
2028/29	£35,295
2029/30	£36,707
Total	**£105,939**

The proposal therefore represents a three-year commitment averaging approximately £35,300 per year.

UNEF states that the three-year period would provide staffing stability while it works to increase earned income, secure external funding and develop a more sustainable operating model.

Potential Benefits

Members may wish to take into account the potential benefits identified by UNEF, including:

- continuation of a locally based library and community facility;
- retention and development of services used by local residents;
- increased staffing capacity and more consistent opening;
- support for volunteers;
- greater capacity to generate income and secure further external funding; and
- preservation of a long-established community resource.

Financial Considerations

The request would represent a significant additional commitment for the Parish Council.

The first-year sum of £33,637 would need to be considered alongside the Council's existing and emerging 2027/28 budget pressures, including:

- adequate funding of existing Council services and assets;
- the agreed events programme;
- planned and potential capital projects;
- ongoing maintenance requirements;
- appropriate reserves; and
- the overall effect on the Parish Council precept.

The Council's draft 2027/28 budget already reflects increased expenditure compared with the current year as part of work to ensure that existing services and responsibilities are more realistically funded.

Any potential support for UNEF would therefore need to be considered in the context of the Council's overall financial position and competing priorities.

Discussion

Members are invited to discuss:

- the value of the library and community hub to the parish;
- whether they consider continued financial support for the service desirable;

- the relative priority of the proposal compared with the Council's own services, projects and commitments;
- whether the scale and duration of the request appears proportionate;
- whether alternative levels or forms of support should be explored; and
- any other factors they believe the Finance Committee should take into account.

No vote will be taken under this item.

The views expressed will be reported to the Finance Committee to assist its consideration of financial feasibility and any future recommendation to Full Council.

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UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 20th October 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
07.09.2026 – 11.09.2026

App No	Ward	Parish	Address	Proposal	Decision
26/00969/FUL	Ackworth, North Elmsall And Upton	North Elmsall	63 Orchid Crest Upton Pontefract WF9 1NT	Loft conversion with dormers to front and rear, hip to gable extension and increase in ridge height.	Application Approved

28.09.2026 – 02.10.2026

App No	Ward	Parish	Address	Proposal	Decision
25/01285/FUL	Ackworth, North Elmsall And Upton	Upton	Sunny Mede Common Lane Upton Pontefract	Residential development for the erection of 1 no. dormer bungalow (resubmission of previously approved application ref. 22/00589/FUL)	Application Approved