UPTON & NORTH ELMSALL PARISH COUNCIL

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

Held on Tuesday 17th November 2026 at 6:30pm at the Village Hall

Present:
Councillor P Atherton
Councillor I Bell
Councillor S Birtles
Councillor E Farmer
Councillor M Hanson
Councillor L Mears
Councillor C Merrington
Councillor A Miles
Councillor H Owen – Chair
Councillor S Pallett
Councillor S Spencer – Vice-Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor E MacGregor

Public Session
No members of the public present wished to speak.

137. Apologies and Reasons for Absence

137.1. To receive apologies.
RESOLVED: that apologies be received on behalf of Councillor E MacGregor.

137.2. To consider approval of the reasons for absence.
RESOLVED: that the reasons for absence be approved on behalf of Councillor E MacGregor.

138. Declarations of Interest

138.1. 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.

138.2. To consider any applications for dispensation.
There were no requests for dispensation to consider.

Signed: _____

139. To approve and sign the draft minutes of a Meeting of Upton & North Elmsall Parish Council held on Tuesday 20th October 2026.

RESOLVED: that the draft minutes of a Meeting of Upton & North Elmsall Parish Council, held on Tuesday 20th October 2026, be approved as a true record and signed by the Chair.

140. To approve and sign the draft minutes of an Extraordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 10th November 2026.

RESOLVED: that the draft minutes of an Extraordinary Meeting of Upton & North Elmsall Parish Council, held on Tuesday 10th November 2026, be approved as a true record and signed by the Chair.

141. To receive the draft minutes of a meeting of the Finance Committee held on Tuesday 27th October 2026.

RESOLVED: that the draft minutes of a meeting of the Finance Committee, held on Tuesday 27th October 2026, be received.

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

Ward 1 District Councillor Chad Thomas provided updates on the following matters:

- Car Park Project: The project remained ongoing, with District Councillors continuing to identify a suitable contractor within the available budget.
- Forgotten Communities Fund: Councillor Thomas advised that Ward 1 had not been included among the areas identified to receive funding through Wakefield Council's £2.86 million Forgotten Communities Fund. He explained that this was understood to be due to the inclusion of Ackworth within the ward boundary. However, he was exploring whether funding could be accessed through the £640,000 contingency allocation and had requested clarification of the eligibility criteria.
- Christmas Lights Switch On: Residents had enquired about a Christmas lights event in Upton for 2026. Members explained that the event had previously been organised by the library and the Lions, but had ceased following the disbandment of the Lions. The Clerk confirmed that the Events Committee had agreed to organise a smaller event in 2027, with arrangements yet to be finalised.
- Minsthorpe High School: Concerns had been raised regarding student break arrangements, and District Councillors would be liaising with the school and Wakefield Council regarding these matters.

RESOLVED: that the verbal updates be received.

Signed: _____

143. 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 decoration of the Village Hall for Christmas, the pantomime ticket sales, ongoing pantomime preparations, pantomime volunteer requirements, and further correspondence from Pro Logic regarding the MFA set-up. The Clerk reminded members who had not yet completed the MFA set-up to do so as soon as possible.

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

Councillor Spencer updated members on a number of matters, including the planting of the winter flowers, the clearance of the allotment plots at Harewood Lane, and the clearance of the Community Garden. These clearance works had saved the Council a combined total of £1,500 plus VAT.

Councillor Spencer also wished to place on record their thanks to local residents who had volunteered to help with these works - Jack Dawson, who helped clear Harewood Lane allotments, Ann and Dave Allport, who helped with the winter planting, and a resident who allowed the use of their water supply to help with the plant watering at the War Memorial. Councillor Spencer hoped that members would be supportive in a request to the Chair for the use of the Chair's Allowance to purchase a small token of gratitude for these parishioners.

Councillor Farmer placed on record their thanks to everyone who had helped, volunteered, provided support, or simply turned up to the Remembrance Sunday service.

Councillor Birtles provided an update on the recent PACT meeting, highlighting concerns regarding antisocial behaviour, the use of quad bikes and off-road vehicles, vehicle-related thefts, and criminal damage to agricultural land.

Updates were also provided regarding ongoing Police patrols, joint working with neighbourhood teams and housing providers, school parking safety initiatives, and awareness campaigns relating to e-bikes and e-scooters.

Members were reminded of the importance of reporting incidents of crime and antisocial behaviour to assist the Police in identifying problem areas and allocating resources. Councillor Birtles also requested that the Council promote West Yorkshire Community Alert and encourage residents to report incidents through its social media pages.

RESOLVED: that the verbal updates be received.

Signed: _____

145. To review and adopt the LGPS Discretions Policy.

RESOLVED: that the LGPS Discretions Policy be reviewed and adopted.

146. Financial Matters

146.1. To approve the accounts for payment for November 2026.

RESOLVED: that the accounts for payment for November 2026, totalling £1,237.38 (£1,115.32 plus £122.06 VAT), be approved for payment.

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

146.2. To receive the list of payments made under Clerk's Delegated Authority since the last report.

RESOLVED: that the list of payments made under Clerk's Delegated Authority since the last report totalling £1,440.02 (£1,323.35 plus £116.67 VAT) be received.

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

146.3. To receive the list of payments for October 2026.

RESOLVED: that the list of payments for October 2026, totalling £19,018.81 (£18,129.18 plus £889.63 VAT), be received.

A copy of the list of payments for October 2026 is attached at Appendix 3.

147. To consider the revised quotation from DK Landscapes for the repaving of the Miners Memorial Garden.

Some members expressed concerns regarding how the matter had been handled and questioned the suitability and safety of the proposed materials during adverse weather conditions.

Other members highlighted the potential need for repeated repairs if the originally quoted materials were used, and felt that the revised materials would provide a more appropriate and lasting memorial area, reflecting the village's mining heritage.

RESOLVED: that the revised quotation from DK Landscapes, totalling £16,010 inclusive of the deposit previously paid, be approved; and that the Clerk obtain confirmation of the proposed stone's slip resistance rating and ensure that appropriate Health and Safety measures are in place throughout the works and prior to the area reopening to the public.

Signed: _____

148. To consider quotations from T & D Contractors for the clearance of School Street Allotments.

RESOLVED: that the quotation from T & D Contractors, totalling £9,500.00 plus VAT, be approved for the following works at School Street Allotments:

- Strimming of vegetation across the site;
- Locating and identifying areas containing asbestos-containing materials;
- Collecting and segregating waste from across the site; and
- Consolidating asbestos-containing materials into a designated area on site, pending their subsequent removal and disposal by an appropriately authorised contractor.

149. To consider proposals for the reorganisation of Meeting Room 2 and the former office, including the relocation of foodbank storage, provision of a secure CCTV equipment area, and improvements to meeting room furniture and layout.

RESOLVED: that the Clerk obtain estimated costs for the proposed alterations and report these to a future meeting of the Council for consideration.

150. To consider whether Upton & North Elmsall Parish Council wishes to take part in the Great British Spring Clean 2027.

RESOLVED: that the Parish Council would take part in the Great British Spring Clean 2027, and that the Clerk would co-ordinate the registration, provision of supplies and volunteer recruitment.

151. To consider whether Upton & North Elmsall Parish Council wishes to nominate a member to be considered for the attendance of the Royal Garden Party.

Members recognised Councillor Spencer's longstanding contributions to the village and wider community, including his involvement in the planting of the village flower tubs, the creation of the Upton and North Elmsall History website, which provides valuable historical resources for residents and local schools, and his ongoing work to develop a historical walking route around the village.

RESOLVED: that Councillor Spencer be nominated for consideration to attend the Royal Garden Party, in recognition of his longstanding service and contributions to the local community.

Signed: _____

152. To formally resolve to fund the Community Garden Asbestos Removal expenditure from the Parish Council's General Reserves, as recommended by the Finance Committee.

RESOLVED: that the Community Garden Asbestos Removal expenditure, totalling £6,950 plus VAT and paid to BLS Asbestos Ltd on 24th July 2026, be funded from the Parish Council's General Reserves.

153. To consider the Finance Committee's recommendation to transfer any unspent funds from the 2026/27 Elections budget into an Elections EMR in preparation for the 2027 Elections.

The Clerk advised members that WMDC had provided an estimated cost of £4,469.45 for a contested election in 2027. As no expenditure was anticipated against the £13,000 Elections budget for 2026/27, the full allocation was expected to remain unspent at the end of the financial year.

Members considered the Finance Committee's recommendation to transfer the full unspent balance into an Elections EMR to provide funding for the 2027 elections and any future election costs. Alternatively, members could transfer only the estimated cost of the 2027 elections into the EMR, with the remaining funds falling into General Reserves.

RESOLVED: that any unspent funds remaining within the 2026/27 Elections budget at the end of the financial year be transferred into an Elections EMR to provide funding for the 2027 elections and future election requirements.

154. To review the draft Budget 2027/28, and to determine any final adjustments.

The Clerk advised members that, following confirmation of the estimated cost of the 2027 elections, the draft 2027/28 budget would be revised to remove the proposed additional £2,000 provision for Elections. The anticipated transfer of the unspent 2026/27 Elections budget into an Elections EMR would provide sufficient funding for the 2027 elections.

The revised indicative precept requirement would therefore be £273,459, representing an increase of £19,694 (approximately 7.76%, or around 92 pence per month at Band D) on the 2026/27 precept, subject to final confirmation.

Members were invited to raise any questions regarding the draft budget and to propose any further amendments or additions for consideration.

RESOLVED: that no further amendments be recommended to the draft 2027/28 budget at this stage, and that the Clerk continue to monitor expenditure and update the draft budget as necessary ahead of the final budget and precept being presented to Council for approval in January 2027.

Signed: _____

155. Planning

155.1. To receive and consider any new planning applications.

There were no new planning applications for consideration.

155.2. To note any planning decisions received.

RESOLVED: that the following planning decision be noted.

02.11.2026 – 06.11.2026

App No	Address	Proposal	Decision
24/01070/FUL	17A High Street Upton Pontefract WF9 1HR	Change of use of premises from (Class E) cafe/restaurant to (Sui Generis) Takeaway (Retrospective)	Application Approved

156. To consider whether the Parish Council wishes to respond to WMDC's consultation on the Wakefield Transport Strategy 2026-2040.

RESOLVED: that the Parish Council does not wish to submit a response to the Wakefield Transport Strategy 2026-2040 at this time.

157. To note that the next meeting of Upton & North Elmsall Parish Council will take place on Tuesday 19th January 2027 at 6:30pm at the Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council, to be held on Tuesday 19th January 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: _____

APPENDIX 1

Accounts Payable

Upton and North Elmsall Parish Council

Nov-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
21/10/2026	YLCA	Councillor Training Webinar	£15.00	£0.00	£15.00
26/10/2026	Heatons Group	Office Supplies	£66.02	£13.20	£79.22
30/10/2026	Rialtas	RialtasWeb - Pro Rata	£209.00	£41.80	£250.80
31/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
01/11/2026	DRD Communications	Telephone & Broadband Services	£49.05	£9.81	£58.86
03/11/2026	Newstead Nurseries	Winter Plant Purchase	£156.25	£31.25	£187.50
05/11/2026	Shaw Toilet Hire	Harewood Lane Allotments - Portable Toilet Hire	£130.00	£26.00	£156.00
06/11/2026	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
			£1,115.32	£122.06	**£1,237.38**

APPENDIX 2

Payments Made Under Clerk's Delegated Authority

Upton and North Elmsall Parish Council

Oct - Nov 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
16/10/2026	Canva	Monthly Subscription	£15.00	£3.00	£18.00
20/10/2026	Amazon	Memorial Garden & Event Supplies	£28.47	£5.70	£34.17
20/10/2026	Amazon	Event Supplies	£19.32	£3.86	£23.18
20/10/2026	Amazon	Event Supplies	£7.45	£1.49	£8.94
20/10/2026	Amazon	Office Equipment - Shredder	£269.06	£53.81	£322.87
21/10/2026	Amazon	Event Supplies	£12.49	£2.50	£14.99
21/10/2026	Amazon	Event Supplies	£12.49	£2.50	£14.99
23/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
23/10/2026	Adam Washington	Plant Watering & Bin Emptying	£370.00	£0.00	£370.00
23/10/2026	SLCC	Staff Training Webinar	£28.90	£5.78	£34.68
27/10/2026	Amazon - Third Party	Plastic Water Cups - Village Hall	£12.65	£2.53	£15.18
28/10/2026	Amazon	Xmas Decorations	£36.50	£7.30	£43.80
28/10/2026	Amazon	Xmas Lights	£94.70	£18.94	£113.64
28/10/2026	Amazon	Curtains for Main Hall	£12.63	£2.53	£15.16
28/10/2026	Amazon	Curtain Pole for Main Hall	£17.87	£3.57	£21.44
02/11/2026	Amazon - Third Party	Xmas Decorations	£15.82	£3.16	£18.98
			£1,323.35	£116.67	**£1,440.02**

APPENDIX 3

Upton & North Elmsall Parish Council Current Year

Cashbook 1

Current A/c

Payments made between 01/10/2026 and 31/10/2026

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2026	Friends of the Community	DDR	1,000.00			4190	110	1,000.00	2026/27 Grant - 2nd Instalment
01/10/2026	Amazon EU S.a.r.L.	DDR	16.44		2.74	4049	147	13.70	Spray Paint
01/10/2026	Paperstone	DDR	71.98		12.00	4046	101	59.98	Copier Paper
05/10/2026	Barclays Bank	DDR	10.20			4043	101	10.20	Bank Charges
05/10/2026	Grenke Leasing	DDR	292.54		48.76	4032	101	243.78	Photocopier Lease
05/10/2026	Co-Op Upton	DEBIT	5.00			4016	101	5.00	Office Refreshments
07/10/2026	B&M Retail Limited	DEBIT	16.50			2002	102	16.50	Office Supplies
07/10/2026	Timpson Limited	DEBIT	60.00			4049	147	60.00	Comm. Garden Contain. Keys
08/10/2026	Cushon MT Limited	DDR	32.40		5.40	4001	104	27.00	Pension Admin Fee
09/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
09/10/2026	Smartwater Testing Limited	DEBIT	54.00		9.00	4113	102	45.00	Legionella Testing Kit
12/10/2026	Post Office Ltd	DDR	57.60			4045	101	57.60	Postage - Letters to HL Resids
12/10/2026	Euro Digtial Systems	DDR	79.27		13.21	4041	101	66.06	Photocopier Charges
12/10/2026	Amazon EU S.a.r.L.	DEBIT	12.98		2.16	4113	102	10.82	Water Thermometer
14/10/2026	Scottish Water - Business	DDR	27.10			4105	135	27.10	Water Charges-Memorial Garden
14/10/2026	Scottish Water - Business	DDR	1,541.15			4105	121	1,541.15	Water Charges - HL Allotments
14/10/2026	Cushon MT Limited	DDR	275.84			4003	104	275.84	Pension Payment Oct 2026
15/10/2026	Scottish Water - Business	DDR	327.60			4105	129	327.60	Water Charges-Grazing Field
15/10/2026	Scottish Water - Business	DDR	183.70			4105	102	183.70	Water Charges-Village Hall
16/10/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	104	206.67	HR Services
16/10/2026	Canva UK Operations Ltd	DDR	18.00		3.00	4022	101	15.00	Canva Business Monthly Charge
16/10/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Airtime - Clerk
19/10/2026	British Gas Business	DDR	16.82		0.80	4108	102	16.02	Gas Charges - Village Hall
19/10/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
20/10/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Mobile Airtime - Admin
20/10/2026	Amazon EU S.a.r.L.	DEBIT	34.17		5.70	4235	134	22.64	Mirrors - Xmas Panto
	Subtotal Carried Forward:		6,069.36	0.00	172.07			5,891.46	

APPENDIX 3

Upton & North Elmsall Parish Council Current Year

Cashbook 1

Current A/c

Payments made between 01/10/2026 and 31/10/2026

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4113	135	5.83	Metal Fence Paint
20/10/2026	Amazon EU S.a.r.L.	DEBIT	23.18		3.86	4235	134	19.32	Popcorn Boxes - Xmas Panto
20/10/2026	Amazon EU S.a.r.L.	DEBIT	8.94		1.49	4235	134	7.45	Coat Hangers - Xmas Panto
20/10/2026	Amazon EU S.a.r.L.	DEBIT	322.87		53.81	4047	101	269.06	Paper Shredder
21/10/2026	Amazon EU S.a.r.L.	DEBIT	14.99		2.50	4235	134	12.49	Clothing Rails - Xmas Panto
21/10/2026	Amazon EU S.a.r.L.	DEBIT	14.99		2.50	4235	134	12.49	Clothing Rail - Xmas Panto
23/10/2026	T & D Contractors	DDR	708.00		118.00	4024	125	590.00	Outdoor Gym Repairs
23/10/2026	Yorks Local Council Assn	DDR	210.00			4152	145	210.00	Cllr Training - Training Day
23/10/2026	PPL PRS Ltd	DDR	1,356.33		226.05	4126	102	1,130.28	Annual Music Licence
23/10/2026	Heatons Group Limited	DDR	140.32		23.39	2002	102	116.93	Cleaning Supplies
23/10/2026	DRD Communications Ltd	DDR	59.70		9.95	4040	101	49.75	Monthly Phone & Internet
23/10/2026	SHAW Toilet hire	DDR	156.00		26.00	4005	121	130.00	Toilet Hire - Harewood Lane
23/10/2026	Adam Washington	DDR	750.00			4024	140	750.00	Planting - Winter Plants
23/10/2026	Heatons Group Limited	DDR	38.72		6.45	4099	102	32.27	Longhandle Dustpan & Brush
23/10/2026	HM Revenue & Customs	DDR	1,304.16			4000	104	1,304.16	PAYE & NIC Oct 26
23/10/2026	Askew Skip Hire	DDR	300.00		50.00	4027	147	250.00	Skip Hire - Community Garden
23/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
23/10/2026	Adam Washington	DDR	370.00			2008	140	370.00	Plant Watering & Bin Emptying
23/10/2026	Upton Rugby Club	DDR	1,500.00			4190	110	1,500.00	Grant-Annual Fireworks Display
23/10/2026	Newstead Nurseries Ltd	DDR	702.50		117.08	4222	148	585.42	Winter Plants
23/10/2026	SLCC Enterprise Ltd	DDR	399.00			4022	101	399.00	Membership/Joining Fee
23/10/2026	SLCC Enterprise Ltd	DEBIT	34.68		5.78	4010	104	28.90	Staff Training
27/10/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	104	20.00	Pension Admin
27/10/2026	Best Buy Enterprise Limited	DEBIT	15.18		2.53	2002	102	12.65	Cups for Water Cooler
28/10/2026	Pro Logic Computers (UK) Ltd	DDR	190.99		31.83	4042	101	159.16	Monthly IT Support
28/10/2026	Amazon EU S.a.r.L.	DEBIT	43.80		7.30	4220	140	36.50	Xmas Decorations
28/10/2026	Amazon EU S.a.r.L.	DEBIT	113.64		18.94	4220	140	94.70	Christmas Decorations
28/10/2026	Amazon EU S.a.r.L.	DEBIT	15.16		2.53	4115	102	12.63	Window Curtains - Main Hall
28/10/2026	Amazon EU S.a.r.L.	DEBIT	21.44		3.57	4115	102	17.87	Curtain Rod - Main Hall
	Subtotal Carried Forward:		15,277.95	0.00	889.63			14,388.32	

APPENDIX 3

Upton & North Elmsall Parish Council Current Year

Cashbook 1

Current A/c

Payments made between 01/10/2026 and 31/10/2026

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/10/2026	Staff Salaries	SO	3,732.36			4000	104	3,732.36	Staff Salaries Oct 2026
	Total Payments:		19,010.31	0.00	889.63			18,120.68	

APPENDIX 3

Upton & North Elmsall Parish Council Current Year

Cashbook 6

Community A/c

Payments made between 01/10/2026 and 31/10/2026

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/10/2026	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
	Total Payments:		8.50	0.00	0.00			8.50	