UPTON & NORTH ELMSALL PARISH COUNCIL

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MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL
Held on Tuesday 20th October 2026 at 6:30pm at the Village Hall

Present:
Councillor P Atherton
Councillor S Birtles
Councillor E Farmer
Councillor E MacGregor
Councillor L Mears (from item 113 onwards)
Councillor C Merrington
Councillor A Miles (up to item 116)
Councillor H Owen – Chair
Councillor S Pallett
Councillor S Spencer – Vice-Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent:
Councillor I Bell
Councillor M Hanson

Public Session
During the public session, members heard representations in relation to the funding request submitted by UNEF, together with comments from a representative of BLESS regarding the proposed use of Council funding.

The Chair closed the public session at the end of the allotted 15-minute period.

109. Apologies and Reasons for Absence

109.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillors I Bell and M Hanson.

109.2. To consider approval of the reasons for absence.

RESOLVED: that the reasons for absence be approved on behalf of Councillors I Bell and M Hanson.

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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.

RESOLVED: that the following declarations of interest be received.

Councillor A Miles
Other Registerable Interest
Library Funding
Director of UNEF

Councillor S Pallett
Other Registerable Interest
Library Funding
Director of UNEF

110.2. To consider any applications for dispensation.

There were no applications for dispensation to consider.

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

RESOLVED: that the draft minutes of a meeting of Upton & North Elmsall Parish Council, held on Tuesday 15th September 2026, be approved as a true record and signed by the Chair.

112. Co-option of a Parish Councillor

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

RESOLVED: that the short introduction from the candidate for co-option to the Parish Council be received.

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.

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 112.3.

112.3. To consider the candidates for co-option.

The candidates were considered in private.

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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.

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

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

Councillor L Mears signed their Declaration of Acceptance of Office and joined the meeting.

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

RESOLVED: that the draft minutes of a meeting of the Allotments Committee, held on Tuesday 22nd September 2026, be received.

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

RESOLVED: that the draft minutes of a meeting of the Events Committee, held on Tuesday 6th October 2026, be received.

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

There were no District Councillors in attendance.

116. 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 receipt of the quote for a new water heating system, confirmed updates regarding the move to LGPS, costings for the Shaun Hodson Memorial Plaque, and an update on the works at the Miners Memorial Garden, which had been postponed pending receipt of a revised quotation from the contractor.

Councillor Miles left the meeting at this time.

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

Councillor MacGregor provided an update on the YLCA Talking Tables training he and two other Councillors attended. Two ideas taken away from the training day were Councillor lanyards and social media 'Councillor Spotlight' posts. Members expressed support for both suggestions.

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Councillor MacGregor also provided an update on the Bless Community Support litter pick. Councillor MacGregor reported positively on the event, and it was hoped that the Parish Councillors could become more involved in such community activities.

Councillor Owen updated members on a Community Engagement training webinar that they attended. Plenty of useful information had been gained and it was hoped that some of the ideas could be utilised by the Parish Council.

Councillor Spencer provided an update on the winter tubs. These had now mostly been planted. Members commented positively on the appearance of the tubs in 2026.

Councillor Pallett informed members that the latest Joint Burial Committee meeting had been inquorate. The possibility of altering the times of the meetings to avoid future attendance issues would be considered.

118. To consider and determine the appointment of a councillor to the vacant seat on the Employment & Staffing Committee.
RESOLVED: that Councillor L Mears be appointed to the vacant seat on the Employment and Staffing Committee.

119. To review and approve the revised Expenses and Mileage Policy and associated claim form.
RESOLVED: that the revised Expenses and Mileage Policy and associated claim form be approved subject to the inclusion of electric vehicles.

120. To review and approve the Council's new Chair's Allowance Policy and associated claim form.
RESOLVED: that the Chair's Allowance Policy and associated claim form be approved.

121. To consider the Village Hall Legionella Management Policy, Plan and Written Scheme and determine whether to adopt the documents and consider the associated management arrangements.
RESOLVED: that the Village Hall Legionella Management Policy, Plan and Written Scheme be adopted; that the Clerk continues to manage the situation and carry out routine remedial tasks; and that the existing electric water heater, identified in the Legionella Risk Assessment as being under-capacity, be replaced with a gas fired combi boiler at a total cost of £1,940 plus VAT.

Signed: _____

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.

RESOLVED: that specialist advice regarding the restrictive covenant be sought to provide the Council with greater clarity on the situation before committing significant expenditure.

123. Financial Matters

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

RESOLVED: that the receipt of the second instalment of the 2026/27 Precept, totalling £126,882.50, be noted.

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

RESOLVED: that the receipt of the Quarter 2 VAT Refund, totalling £3,865.26, be noted.

123.3. To approve the accounts for payment for October 2026.

RESOLVED: that the accounts for payment for October 2026, totalling £5,725.73 (£5,148.81 plus £576.92 VAT), be approved for payment.

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

123.4. 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 £3,920.94 (£3,802.60 plus £118.34 VAT) be received.

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

123.5. To receive the list of payments for September 2026.

RESOLVED: that the list of payments for September 2026, totalling £31,644.04 (£30,374.05 plus £1,269.99 VAT), be received.

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

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

RESOLVED: that a 2027/28 Events Booklet be created in-house and delivered parish-wide through Royal Mail's door-to-door service at an estimated cost of £400.

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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.

Members considered the impact the cost would have on the remaining General Reserves, and alternative options were considered.

RESOLVED: that the quotation from T & D Contractors not be accepted at this time, and that Councillor Spencer be authorised to utilise controlled day-time bonfires on the allotment site to dispose of suitable plant and untreated wood waste, subject to relevant safety and environmental requirements.

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

RESOLVED: that the Council moves from the Rialtas application to the web-based system, at a total 2026/27 additional cost of £209.00 plus VAT, and an annual additional cost of £418.00 plus VAT.

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

RESOLVED: that membership of the Society of Local Council Clerks, at a total cost of £399 from the Council's Memberships and Subscriptions budget, be approved.

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

Members noted that the 2026/27 Grants budget had been completely spent, but recognised that the Parish Council supports the community-focused event every year.

RESOLVED: that a grant totalling £1,500 be approved for Upton A.R.L.F.C.'s fireworks event, to be funded from General Reserves.

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.

Members discussed a number of potential projects and priorities for future financial years.

RESOLVED: that:

- the proposed purchase of new noticeboards be deferred until 2027/28 to allow appropriate provision to be made within the budget;

Signed: _____

- provision be considered for the introduction of a quarterly Parish Council newsletter, to be produced in-house and distributed parish-wide through Royal Mail's door-to-door service;
- the proposed Harewood Lane car park project continue to be pursued, with the Clerk to seek further information from WMDC regarding potential costs, requirements and next steps;
- the feasibility of installing solar panels at the Village Hall be investigated, with a view to reducing future utility expenditure; and
- wider refurbishment and improvement works to the Village Hall be treated as a longer-term project, with consideration given to appropriate budget provision as part of the 2028/29 budget-setting process.

Councillor Pallett then withdrew from the meeting for consideration of item 130.

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.

Members discussed the three-year funding request submitted by UNEF and expressed a range of views regarding the proposal.

Members recognised the value of the library and its wider community provision, including the youth club, and acknowledged that additional staffing could potentially enable further activities and opportunities to be provided.

However, concerns were raised regarding the affordability of the request and its potential impact on the Parish Council's precept; the principle and precedent of using Parish Council funding towards the staffing costs of another organisation; the overall scale and duration of the request; and the long-term sustainability of the service once any period of Parish Council funding came to an end.

Members also discussed the significant financial support previously provided by the Parish Council to the library over a number of years, which had been intended to assist the organisation in becoming sustainable, together with the subsequent use of volunteers and external funding to support the service.

Alternative approaches were discussed, including whether a lower level of financial support or a reduced staffing model could be considered. Members considered that greater clarity was required regarding the longer-term

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financial model and how the service would become sustainable beyond the proposed three-year funding period.

No decision was made regarding the award of funding at this stage. The views expressed by members would be taken forward to the Finance Committee for consideration alongside the financial implications, before a recommendation was made to Full Council.

Councillor Pallett rejoined the meeting following consideration of item 130.

131. Planning

131.1. To receive and consider any new planning applications.

There were no new planning applications to consider.

131.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be received.

07.09.2026 – 11.09.2026

App No	Address	Proposal	Decision
26/00969/FUL	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	Address	Proposal	Decision
25/01285/FUL	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

Signed: _____

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.
RESOLVED: that the next meeting of Upton & North Elmsall Parish Council, taking place on Tuesday 17th November 2026 at 6:30pm at the Village Hall, be noted.

In the absence of any further business, the Chair thanked everyone for attending and closed the meeting.

Signed: _____

Accounts Payable

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

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis 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	