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: 11th November 2026

Dear Councillor,

You are hereby summoned to attend a **Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 17th November 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 17th November 2026 at 6:30pm at the Village Hall

AGENDA

137. Apologies and Reasons for Absence

137.1. To receive apologies.

137.2. To consider approval of the reasons for absence.

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.

138.2. To consider any applications for dispensation.

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

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

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

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

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

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

145. To review and adopt the LGPS Discretions Policy. (E)

146. Financial Matters

146.1. To approve the accounts for payment for November 2026. **(F)**

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

146.3. To receive the list of payments for October 2026. **(H)**

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

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

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. (K)

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

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. (M)

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. (N)

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. (O)

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

155. Planning (Q)

155.1. To receive and consider any new planning applications.

155.2. To note any planning decisions received.

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

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.

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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.

Signed: _____

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.

Signed: _____

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.

Signed: _____

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.

Signed: _____

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

Signed: _____

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: _____

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MINUTES OF AN EXTRAORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 10th November 2026 at 6:30pm at the Village Hall

Present: Councillor P Atherton
Councillor I Bell
Councillor S Birtles
Councillor E Farmer
Councillor E MacGregor
Councillor L Mears
Councillor C Merrington
Councillor A Miles
Councillor H Owen
Councillor S Pallett
Councillor S Spencer

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor M Hanson

133. Apologies and Reasons for Absence

133.1. To receive apologies.
No apologies were received.

133.2. To consider approval of the reasons for absence.
No reasons for absence had been received.

134. Declarations of Interest

134.1. 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
Director of UNEF

Signed: _____

Councillor S Pallett
Other Registerable Interest
Director of UNEF

134.2. To consider separate written applications for dispensation received from Cllrs S Pallett and A Miles in relation to Item 136, seeking permission to remain in the meeting and participate in the discussion and vote, and to determine each application in accordance with Standing Order 13.

The two applications were considered separately. In each case, Members agreed to amend the application to permit participation in discussions only, without permission to vote.

In relation to Councillor Pallett's application, Members also agreed to reduce the requested duration from two years to one year, bringing it in line with the duration requested by Councillor Miles.

RESOLVED: that Councillor S Pallett be granted an amended dispensation for a period of one year, permitting the Councillor to remain in the meeting and participate in discussions relating to UNEF's library funding proposals, but not to vote on those matters.

RESOLVED: that Councillor A Miles be granted an amended dispensation for a period of one year, permitting the Councillor to remain in the meeting and participate in discussions relating to UNEF's library funding proposals, but not to vote on those matters.

135. Public Participation

To receive representations, questions or evidence from members of the public in respect of business included on the agenda, in accordance with Standing Order 3.

No members of the public in attendance wished to speak.

136. Upton and North Elmsall Community Forum (UNEF) – Three-Year Funding Application

To consider UNEF's application for three-year funding towards the core staffing costs of Upton Community Library and Community Hub, having regard to the recommendation of the Finance Committee, UNEF's supporting documentation, the Council's current financial position, General and Earmarked Reserves, the draft 2027/28 budget and indicative precept requirement, existing and anticipated Council expenditure commitments, and all other relevant information contained within the agenda pack; and to determine whether the funding application should be approved or declined and, if approved, the amount, duration, payment arrangements, budget provision and any conditions applicable to the award, including arrangements for a written funding agreement.

Signed: _____

Members considered UNEF's three-year funding application, the supporting documentation and the Finance Committee's recommendation, together with the Council's financial position and anticipated commitments.
Following discussion, Councillors S Pallett and A Miles withdrew from the meeting before the vote on item 136, in accordance with the terms of their amended dispensations.

RESOLVED: that the recommendation of the Finance Committee be approved, namely:

1. To decline UNEF's current three-year funding proposal;
2. To engage informally with UNEF over the following twelve months to explore the future needs of the Community Library and any financial or non-financial support which the Parish Council may be able to provide; and
3. To consider any future formal request for support only if and when a new proposal is developed following those discussions.

Councillors S Pallett and A Miles were invited to rejoin the meeting and were informed of the decision.

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

Signed: _____

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MINUTES OF A MEETING OF THE FINANCE COMMITTEE
Held on Tuesday 27th October 2026 at 6:30pm at the Village Hall

Present: Councillor P Atherton
Councillor E MacGregor
Councillor H Owen
Councillor S Spencer – Chair

Helen Senior – Clerk & RFO

Absent: Councillor E Farmer – Vice-Chair

16. Apologies for absence.

16.1. To receive apologies.
RESOLVED: that apologies be received on behalf of Councillor E Farmer.

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

17. Declarations of interest.

17.1. 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.

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

18. To approve and sign the draft minutes of a meeting of the Finance Committee held on Tuesday 28th July 2026.
RESOLVED: that the draft minutes of a meeting of the Finance Committee, held on Tuesday 28th July 2026, be approved as a true record and signed by the Chair.

Signed: _____

19. To receive and scrutinise the Quarter 2 financial position for 2026/27 as at 30th September 2026, including the cashbook reports, balance sheet, budget monitoring report, virements and any actual or potential overspends, and to consider any significant movements since the end of Quarter 1.

Members raised a number of queries in relation to the Quarter 2 financial position, which were addressed by the Clerk & RFO.

RESOLVED: that the Quarter 2 financial position for 2026/27 as at 30th September 2026 be received and noted; and that Full Council be recommended to formally approve that the expenditure incurred in relation to asbestos clearance works at the Community Garden be funded from General Reserves.

20. To receive and scrutinise the completed bank reconciliations and corresponding independent checks for June, July and August 2026, noting the reconciled balances and considering any matters or exceptions arising.

RESOLVED: that the completed bank reconciliations and corresponding independent checks for June, July and August 2026 be received and noted, with no exceptions arising requiring further action.

21. To receive and review the VAT return for Quarter 2 of 2026/27, including the amount reclaimed and confirmation of submission.

RESOLVED: that the Quarter 2 VAT return for 2026/27, including the VAT reclaim of £3,865.26 submitted on 2nd October 2026 and received on 8th October 2026, be received and noted.

22. To review movements in the Council's general and earmarked reserves between 1st July 2026 and 30th September 2026 and consider whether any recommendations should be made to Full Council.

Members reviewed the movements in the Council's general and earmarked reserves and expressed concern regarding the remaining level of General Reserves and the limited available headroom for further unbudgeted expenditure during the remainder of the 2026/27 financial year.

Members noted that Full Council would need to remain mindful of the Council's reserve position when considering any further expenditure.

RESOLVED: that the movements in the Council's general and earmarked reserves between 1st July 2026 and 30th September 2026 be received and noted.

Signed: _____

23. To review the operation of the Council's internal financial controls during Quarter 2, including banking arrangements, online banking, payment authorisation and accounting procedures.

RESOLVED: that the operation of the Council's internal financial controls during Quarter 2 of 2026/27 be reviewed and noted, with no significant weaknesses or exceptions identified requiring further action.

24. To receive and review the initial draft budget for 2027/28, incorporating committee budget requirements, Council services and projects identified by Full Council; to consider projected income, expenditure and reserve requirements; and to establish the Council's indicative baseline budget and precept requirement.

Members reviewed the initial draft budget for 2027/28 and considered the Council's projected income, expenditure and reserve requirements.

Members agreed that the Grants budget should be increased by £1,500, to a total proposed budget of £11,500.

Members also discussed the anticipated costs of the May 2027 Parish Council elections and agreed that any unspent balance remaining within the 2026/27 Elections budget should be retained specifically for this purpose, rather than returning to General Reserves.

RESOLVED: that the 2027/28 Grants budget be increased by £1,500 to a total proposed budget of £11,500; that Full Council be recommended to transfer any unspent balance remaining within the 2026/27 Elections budget at the end of the financial year to an Elections Earmarked Reserve; and that the 2027/28 draft budget be amended accordingly, with the Elections Earmarked Reserve to be utilised towards the anticipated costs of the May 2027 elections.

25. To consider the financial implications and affordability of UNEF's three-year funding proposal, having regard to the Council's own 2027/28 budget requirement established under the preceding item; to consider the resulting impact on the indicative precept, reserves and future-year financial commitments; and to formulate a recommendation to Full Council.

Members gave detailed consideration to UNEF's three-year funding proposal, including the historical funding arrangements, the services currently provided from the Community Library and the potential impact on the community should those services be lost.

Signed: _____

Members considered the youth club provision, the organisation's future sustainability, the information contained within the business plan and the level of historical financial support previously provided. Concerns were also raised regarding the precedent that could be created by the Parish Council funding the staffing costs of an external organisation.

Particular consideration was given to the Council's own financial position. Members noted that the requested funding could not be accommodated within the Council's current financial plans without a substantial further increase to the precept, at a time when the Council was already facing significant increases in the cost of delivering its own services, projects, events and asset management responsibilities.

Members agreed that the current funding proposal should be declined. However, members also considered that the Parish Council should continue to engage informally with UNEF over the following twelve months, with both parties sharing relevant information and exploring all possible options for supporting the future sustainability of the Community Library.

RESOLVED: that Full Council be recommended to:

1. decline UNEF's current three-year funding proposal;
2. engage informally with UNEF over the following twelve months to explore the future needs of the Community Library and any financial or non-financial support which the Parish Council may be able to provide; and
3. consider any future formal request for support only if and when a new proposal is developed following those discussions.

26. To note that the next meeting of the Finance Committee will take place on Tuesday 26th January 2027 at 6:30pm at the Village Hall.

RESOLVED: that the next meeting of the Finance Committee, to take place on Tuesday 26th January 2027 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: _____

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 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 20th October 2026.

Community Garden
The allocation of raised beds to residents on the existing interest list is scheduled to take place on Thursday 12th November.

It is anticipated that at least one bed may remain available following the allocation process. Any remaining availability will be advertised through the Parish Council's Facebook page to encourage further applications and ensure the beds are brought into use.

Village Hall Hot Water System
Installation of the new gas boiler is scheduled for 1st and 2nd December 2026, following Council's approval of the replacement hot water arrangements.

The works will include removal of the existing electric hot water system and appropriate connection or disconnection of the associated pipework. The gas engineer will also undertake the annual gas radiator service during the same two-day visit.

Local Government Pension Scheme (LGPS)
The Council's employer account with West Yorkshire Pension Fund (WYPF) is now established.

The Clerk is liaising with Integra regarding the contributions paid to the previous pension scheme during the transition period, including the steps required to reverse or recover those payments and arrange the appropriate contributions to WYPF. Once the outstanding adjustments have been completed, the new pension arrangements should be fully operational.

2027/28 Community Events Booklet
Preparation of the 2027/28 Community Events booklet is progressing, with the programme and supporting information being developed ahead of consideration by the Events Committee.

Subject to the Committee's approval in January 2027, arrangements will then be made to book the planned door-to-door distribution.

RialtasWeb
The migration from the Rialtas Application to RialtasWeb has been completed and the new system is now operational.

Initial use has been positive, with the online system providing a clearer, more straightforward interface and removing the need to rely on the previous VPN connection. This has already proved useful when processing the October accounts remotely, allowing work to continue without the connection issues previously experienced.

Society of Local Council Clerks (SLCC)
The Clerk has now registered with the Society of Local Council Clerks (SLCC) and has begun accessing its guidance and professional resources.

Two training webinars have already been booked, and the available information is proving useful in supporting the Clerk's ongoing professional development and the Council's administration.

Proposed Car Park at Harewood Lane
Following a request for an update on 30th October, Wakefield Council confirmed that internal discussions have taken place regarding the Parish Council's proposal to purchase or lease land at Harewood Lane for possible use as a car park.

Wakefield Council has identified the need to consult its Property, Facilities, Health and Safety team to determine what steps would be required should it decide to dispose of the land. No decision has yet been made regarding a sale or lease, and a further update is awaited.

The Clerk had requested an update to assist with consideration of the potential financial implications as part of the 2027/28 budget-setting process.

Christmas Pantomime
The Parish Council website has been updated with the details of the Christmas pantomime, and the event was formally promoted on Facebook on Sunday 8th November. Ticket sales commenced on Monday 9th November.

By the end of the working day on 9th November, 68 tickets had already been sold across the two performances.

A small number of purchases and administrative arrangements remain outstanding; however, preparations are continuing ahead of the performances on 5th December.

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

UPTON & NORTH ELMSALL PARISH COUNCIL
LOCAL GOVERNMENT PENSION SCHEME (LGPS) DISCRETIONS POLICY

1. Purpose and legal basis

Upton & North Elmsall Parish Council is a Scheme Employer in the Local Government Pension Scheme (LGPS), administered by West Yorkshire Pension Fund (WYPF). The Council became a Scheme Employer with effect from 1st August 2026.

Regulation 60 of the Local Government Pension Scheme Regulations 2013 requires a Scheme Employer to prepare, publish and keep under review a written statement of its policy on specified employer discretions. This policy also records the Council's approach to certain related discretions identified in WYPF employer guidance.

The purpose of this policy is to ensure that any discretionary pension decision is made lawfully, consistently, transparently and with proper regard to the circumstances of the individual case and the financial and operational interests of the Council.

This policy does not create any contractual entitlement. The relevant legislation and statutory guidance will take precedence if there is any conflict between this policy and the law.

2. General principles

When considering the exercise of any discretion, the Council will have regard to all relevant circumstances. These may include:

- the requirements and purpose of the relevant LGPS Regulations and any applicable WYPF guidance;
- the financial cost to the Council, including any employer contribution, pension strain cost or other immediate or ongoing liability;
- the Council's ability to meet that cost and the impact on its budget, reserves and value for money;
- the operational requirements of the Council and the effect on service delivery, staffing and business continuity;
- any demonstrable recruitment, retention, workforce planning or efficiency considerations;
- the employee's individual circumstances, where relevant to the discretion being considered;
- the need for fairness, consistency and compliance with equality and employment law obligations; and
- the requirement to have regard to whether the exercise of a discretion could lead to a serious loss of confidence in the public service.

The Council will not apply this policy so rigidly that it prevents proper consideration of exceptional circumstances. Each request will be considered on its own merits. Approval in one case will not create a precedent or an automatic entitlement in another case.

3. Decision-making and administration

- Requests relating to an employer discretion should normally be made in writing to the Clerk/RFO, with sufficient information to allow the request to be properly considered.
- Before a decision with a potential financial consequence is made, the Council will obtain appropriate information from WYPF, including an estimate of any employer cost or pension strain cost where applicable.
- Unless the Council has expressly delegated the relevant function, decisions will be made by Full Council. Where the function has been delegated, the decision may be made by the Employment & Staffing Committee in accordance with the Council's current Scheme of Delegation.
- No employee may determine an application concerning their own pension benefits. Where the Clerk/RFO is the applicant, the administrative arrangements will be handled by the Chair or another person authorised by the Council, with independent advice obtained where appropriate.
- The reasons for each decision will be recorded. The employee will be notified in writing of the decision and, where required, of their rights under the LGPS Internal Dispute Resolution Procedure (IDRP).

4. Council policy on LGPS discretions

The following statements set out the Council's current policy. The phrase “will not normally” means that there is no general entitlement, but the Council will remain able to consider an exceptional case on its individual merits.

Regulation	Discretion	Council policy
Regulation 16(2)(e) and 16(4)(d)	**Shared cost Additional Pension Contributions (APCs)**	The Council will not normally fund, in whole or in part, an employee's Additional Pension Contributions where the employer contribution is discretionary. An exceptional request may be considered where there is a clear and demonstrable business or employment-related justification and the Council is satisfied that the cost is affordable and reasonable. This does not affect any employer contribution that the Council is required to make under the LGPS Regulations, including where the Regulations require the employer to meet part of the cost of purchasing lost pension following qualifying periods of authorised unpaid absence.

Regulation	Discretion	Council policy
Regulation 17(1)	**Shared Cost Additional Voluntary Contributions (SCAVCs)**	The Council does not currently operate a salary-sacrifice Shared Cost AVC arrangement and will not normally make discretionary employer contributions to an AVC arrangement. Any proposal to introduce such an arrangement, or to make an employer contribution, will require specific approval by the Council after consideration of the administrative, financial and employment implications and any relevant WYPF requirements.
Regulation 31	**Awarding additional pension**	The Council will not normally award additional pension. It may consider doing so in an exceptional case where there is a clear business justification, for example in connection with recruitment, retention or an appropriate employment termination arrangement permitted by the Regulations. Any decision will be subject to confirmation of the full cost, affordability, proportionality and the interests of the Council.
Regulation 30(6)	**Flexible retirement**	The Council will consider requests for flexible retirement on a case-by-case basis. Consent is not automatic. A request may be approved where the required reduction in hours and/or grade is genuine, operationally workable and compatible with the Council's service needs, and where the financial consequences are acceptable. The Council will consider workforce planning, business continuity, the employee's circumstances and any pension cost before deciding whether to consent and, where the Regulations permit a choice, which benefits may be drawn.
Regulation 30(8)	**Waiving actuarial reductions**	The Council will not normally waive, in whole or in part, an actuarial reduction that would otherwise apply to benefits drawn early, including following flexible retirement or voluntary early retirement. A waiver may be considered in exceptional circumstances, including where there are compelling compassionate or demonstrable business grounds. Any decision will take account of the employee's circumstances, the Council's operational interests, the full pension strain cost and the Council's ability to meet that cost. Approval of flexible retirement does not, by itself, imply that any actuarial reduction will be waived.

Regulation	Discretion	Council policy
Schedule 2, paragraph 1(1)(c) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014	**Switching on the 85-year rule**	Where the 85-year rule protections are relevant, the Council will not normally "switch on" the rule for a member who voluntarily draws benefits before the age at which the protection would otherwise apply. The Council may consider an exceptional request on its merits, having regard to the member's circumstances, the operational and financial interests of the Council, any demonstrable savings or benefits, and the pension strain cost that would fall to the Council.

5. Historic pre-1 April 2014 discretions

WYPF guidance identifies additional employer discretions relating to former employees who left the LGPS before 1 April 2014, including early payment of certain deferred benefits and the possible waiver of reductions on compassionate grounds.

These historic-leaver discretions are not currently applicable to the Council because the Council became an LGPS Scheme Employer in 2026 and therefore has no former employees who left the Council's LGPS employment before 1 April 2014.

If WYPF identifies any case in which a historic employer discretion properly falls to the Council, the Council will obtain advice from WYPF and consider the matter in accordance with the legislation in force, reviewing this policy before making the decision if necessary.

6. Publication and review

This policy will be published so that it is accessible to employees who are eligible for membership of the LGPS. A copy will be provided to WYPF following adoption.

The Council will keep the policy under review and will review it at least annually, and sooner where there is a material change in legislation, WYPF guidance, the Council's employment arrangements or the Council's policy position.

Where the Council revises this policy, the revised statement will be published and a copy sent to WYPF within the timescale required by the LGPS Regulations and WYPF guidance.

7. Internal Dispute Resolution Procedure

An employee or other person affected by a decision made under the LGPS may have a right to challenge that decision under the Scheme's Internal Dispute Resolution Procedure (IDRP). Details of the IDRP and the relevant application process are available from WYPF. Any decision notice issued by the Council will include the information required by the LGPS Regulations.

Accounts Payable **F**

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**

Payments Made Under Clerk's Delegated Authority **G**

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

Date: 06/11/2026

Time: 16:53

Upton & North Elmsall Parish Council Current Year

Current A/c

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

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
01/10/2026	Friends of the Community	DDR	1,000.00		2026/27 Grant - 2nd Instalment
01/10/2026	Amazon EU S.a.r.L.	DDR	16.44		Spray Paint
01/10/2026	Paperstone	DDR	71.98		Copier Paper
05/10/2026	Barclays Bank	DDR	10.20		Bank Charges
05/10/2026	Co-Op Upton	DEBIT	5.00		Office Refreshments
05/10/2026	Grenke Leasing	DDR	292.54		Photocopier Lease
07/10/2026	B&M Retail Limited	DEBIT	16.50		Office Supplies
07/10/2026	Timpson Limited	DEBIT	60.00		Comm. Garden Contain. Keys
08/10/2026	Cushon MT Limited	DDR	32.40		Pension Admin Fee
09/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
09/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
09/10/2026	Smartwater Testing Limited	DEBIT	54.00		Legionella Testing Kit
12/10/2026	Post Office Ltd	DDR	57.60		Postage - Letters to HL Resids
12/10/2026	Euro Digtial Systems	DDR	79.27		Photocopier Charges
12/10/2026	Amazon EU S.a.r.L.	DEBIT	12.98		Water Thermometer
14/10/2026	Scottish Water - Business	DDR	27.10		Water Charges-Memorial Garden
14/10/2026	Scottish Water - Business	DDR	1,541.15		Water Charges - HL Allotments
14/10/2026	Cushon MT Limited	DDR	275.84		Pension Payment Oct 2026
15/10/2026	Scottish Water - Business	DDR	327.60		Water Charges-Grazing Field
15/10/2026	Scottish Water - Business	DDR	183.70		Water Charges-Village Hall
16/10/2026	Peninsula Services Ltd	DDR	245.70		HR Services
16/10/2026	Canva UK Operations Ltd	DDR	18.00		Canva Business Monthly Charge
16/10/2026	Smarty Mobile Network	DDR	9.00		Monthly Airtime - Clerk
19/10/2026	British Gas Business	DDR	16.82		Gas Charges - Village Hall
19/10/2026	Peninsula Services Ltd	DDR	190.57		H & S Services
20/10/2026	Amazon EU S.a.r.L.	DEBIT	34.17		Supplies/Equipment
20/10/2026	Amazon EU S.a.r.L.	DEBIT	23.18		Popcorn Boxes
20/10/2026	Amazon EU S.a.r.L.	DEBIT	8.94		Coat Hangers
20/10/2026	Amazon EU S.a.r.L.	DEBIT	322.87		Paper Shredder
20/10/2026	Smarty Mobile Network	DDR	10.80		Mobile Airtime - Admin
21/10/2026	Amazon EU S.a.r.L.	DEBIT	14.99		Clothing Rails
21/10/2026	Amazon EU S.a.r.L.	DEBIT	14.99		Clothing Rail
23/10/2026	T & D Contractors	DDR	708.00		Outdoor Gym Repairs
23/10/2026	Yorks Local Council Assn	DDR	210.00		Cllr Training - Training Day
23/10/2026	PPL PRS Ltd	DDR	1,356.33		Annual Music Licence
23/10/2026	Heatons Group Limited	DDR	140.32		Cleaning Supplies
23/10/2026	DRD Communications Ltd	DDR	59.70		Monthly Phone & Internet
23/10/2026	SHAW Toilet hire	DDR	156.00		Toilet Hire - Harewood Lane
23/10/2026	Adam Washington	DDR	750.00		Planting - Winter Plants
23/10/2026	Heatons Group Limited	DDR	38.72		Longhandle Dustpan & Brush
23/10/2026	HM Revenue & Customs	DDR	1,304.16		PAYE & NIC Oct 26

Upton & North Elmsall Parish Council Current Year

Current A/c

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

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
23/10/2026	Askew Skip Hire	DDR	300.00		Skip Hire - Community Garden
23/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
23/10/2026	Adam Washington	DDR	370.00		Plant Watering & Bin Emptying
23/10/2026	Upton Rugby Club	DDR	1,500.00		Grant-Annual Fireworks Display
23/10/2026	Newstead Nurseries Ltd	DDR	702.50		Winter Plants
23/10/2026	SLCC Enterprise Ltd	DEBIT	34.68		Staff Training
23/10/2026	SLCC Enterprise Ltd	DDR	399.00		Membership/Joining Fee
27/10/2026	Simply Auto Enrolment	DDR	24.00		Pension Admin
27/10/2026	Best Buy Enterprise Limited	DEBIT	15.18		Cups for Water Cooler
28/10/2026	Pro Logic Computers (UK) Ltd	DDR	190.99		Monthly IT Support
28/10/2026	Staff Salaries	SO	3,732.36		Staff Salaries Oct 2026
28/10/2026	Amazon EU S.a.r.L.	DEBIT	43.80		Xmas Decorations
28/10/2026	Amazon EU S.a.r.L.	DEBIT	113.64		Christmas Decorations
28/10/2026	Amazon EU S.a.r.L.	DEBIT	15.16		Window Curtains
28/10/2026	Amazon EU S.a.r.L.	DEBIT	21.44		Curtain Rod
		Total Payments	19,010.31		

Date: 06/11/2026

Time: 16:54

Upton & North Elmsall Parish Council Current Year

Community A/c

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

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
05/10/2026	Barclays Bank	DDR	8.50		Commission Charges
		Total Payments	8.50		

I

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

MINERS MEMORIAL GARDEN – REVISED PAVING QUOTATION

Purpose of Report

To provide Members with background and financial information to assist consideration of the revised quotation from DK Landscapes for works at the Miners Memorial Garden.

Background

The Council previously approved the repaving works following consideration of the original DK Landscapes quotation of £9,310, together with an allowance of up to £2,000 for contingency, giving an approved provision of £11,310.

The original contractor amount, including subsequent supplementary charges, was £10,098.40. A deposit of £1,009.84 was paid on 17th September 2026. The works had originally been expected to commence on 26th October 2026 but were postponed before commencement.

The contractor subsequently proposed an alternative paving specification. The revised quotation totals £16,010 and includes block paving, cobble edging and associated groundwork. The contractor has confirmed that no VAT is chargeable.

The contractor has confirmed that the deposit of £1,009.84 already paid will be retained against the revised quotation, with no further upfront payment required. The outstanding balance of £15,000.16 will therefore be payable upon completion of the works.

A provisional start date has been arranged for February 2027, with the works expected to take seven days. The contractor has also agreed to provide site security throughout the works at no additional cost.

Financial Implications

At 30th September 2026, the Council's underlying General Reserves stood at £95,420, against a three-month working reserve benchmark of £63,441.25.

The Quarter 2 General and Earmarked Reserves report identified remaining headroom of £8,418.75 above this benchmark, after accounting for existing commitments and provisions, including £11,310 for the Miners Memorial Garden works.

The original calculation also included an £8,000 provision for the Community Garden asbestos removal works. As the final net expenditure was £6,950, this releases £1,050 of the provision, increasing the estimated available headroom to £9,468.75.

The revised quotation for the Miners Memorial Garden totals £16,010, representing an additional £4,700 above the previously approved provision.

Should Members approve this additional expenditure from General Reserves, the estimated remaining headroom would reduce to £4,768.75, subject to any further commitments, budget adjustments or overspends arising since the Quarter 2 review.

Members are asked to consider the affordability of the additional expenditure in light of the Council's limited remaining General Reserves headroom and the need to maintain adequate working reserves.

Recommendation

That Council considers the revised quotation from DK Landscapes of £16,010 (with no VAT chargeable) and determines whether to approve the revised works, including the additional expenditure of £4,700 above the existing approved provision of £11,310, to be funded from General Reserves if approved.

Quotation from DK Landscapes

Clients Name UPTON COAL MEMORIAL **Date & Time:**

Address

Email Address

Telephone number

Description & Materials	Costs
112 M2 KOTA BLACK L/S	£11200
12M LINEAL COBBLE EDGE	£3410
DIG OUT & STONE UP TO	
GRAN LEVEL FOR HARD STANDG	£1400
PATH & MUCK AWAY	
SECURITY AS EXPLAINED	£0 — TO SECURE
TO ANGIE GRAIN & STEPHEN	SOB
	Total Cost £ £16010

Insurance
We are covered for Public and Employees Liability Insurance. Our provider is Direct Line Insurance plc, and we are happy to provide evident files at your request. Our premium covers all contractors and third parties, Clients and Clients property/assets up to and including Five Million Pounds.

Any additional work that you may request throughout the project that is not set out in our specification will be agreed and added onto the final payment.

Please note Deposits are NON refundable

DEPOSIT ALREADY £

MON FEB 1
MON MARCH 8
7 DAYS

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

SCHOOL STREET ALLOTMENTS – SITE CLEARANCE QUOTATIONS

Purpose of Report

To provide Members with background information and financial considerations to assist in determining whether to approve either of the quotations received from T & D Contractors for vegetation clearance and preliminary asbestos-related works at School Street Allotments.

Background

The School Street Allotment site remains closed due to concerns regarding asbestos contamination and the general condition of the land.

At its meeting on 20th October 2026, Full Council considered the future of the site and resolved to seek specialist legal advice regarding the restrictive covenant affecting the land before committing significant further expenditure.

Two quotations have subsequently been received from T & D Contractors, who are registered and trained to undertake asbestos-related work.

The quotations offer two different levels of clearance and preparation, as outlined below.

Quotations Received

Option 1 – £1,950 plus VAT

This would involve strimming the vegetation across the site to improve visibility and access, allowing the contractor to locate and identify areas where asbestos-containing materials are present.

This option would establish a clearer understanding of the extent and location of the contamination but would not involve the collection, segregation or removal of waste materials.

Option 2 – £9,500 plus VAT

This would include the vegetation clearance and identification works outlined in Option 1, together with the collection and segregation of waste materials across the site.

The contractor would separate asbestos-containing materials, combustible waste and other general waste into designated areas, using appropriate handling and containment arrangements.

This would prepare the site for subsequent removal and disposal of the different waste materials.

The Council would then need to separately arrange:

- Appropriate removal and disposal of the asbestos-containing materials by a specialist contractor, including demolition and removal of the existing asbestos garage.
- Removal and disposal of the remaining non-asbestos waste, including the provision of suitable skips or other disposal arrangements.

Neither quotation includes the final removal and disposal of waste from the site.

Financial Implications

At 30th September 2026, the School Street Redevelopment Earmarked Reserve stood at £19,282.

Any expenditure approved in relation to these quotations would be funded from this Earmarked Reserve.

The estimated impact of each option would be:

	Option 1	Option 2
Quotation excluding VAT	£1,950	£9,500
Estimated remaining EMR	£17,332	£9,782

Option 2 would represent a greater initial financial commitment but would undertake a more substantial proportion of the preliminary site clearance and waste segregation works.

Members should note that additional expenditure would be required for the removal and disposal of asbestos-containing materials, the asbestos garage and other waste. The full cost of these subsequent works has not yet been established.

The Council must also consider the outstanding legal advice concerning the restrictive covenant and whether committing further expenditure at this stage represents an appropriate use of the Earmarked Reserve.

Recommendation

That Council considers the quotations received from T & D Contractors and determines whether to:

- Approve Option 1 at £1,950 plus VAT, funded from the School Street Redevelopment Earmarked Reserve;
- Approve Option 2 at £9,500 plus VAT, funded from the School Street Redevelopment Earmarked Reserve; or
- Defer further expenditure pending receipt of specialist legal advice regarding the restrictive covenant affecting the site.

ESTIMATE

To:
Upton & North Elmsall Parish Council
The Village Hall
Upton
West Yorkshire
WF9 1JB
Email: clerk@uptonandnorthelmsall-pc.gov.uk

T&D Contractors (T Easter & D Easter T/A)
Grounds & Facilities Maintenance

Estimate Number: 20260015
Estimate Date: 27/10/2026

At the request of: Helen

Description of Goods and/or Services	Qty	Price	VAT	Total (Excl VAT)
Strimming and locating of asbestos	1	£1,950.00	£390.00	£1,950.00

IMPORTANT INFORMATION

Quotations are valid for 30 days
This quotation is provided for estimation purposes only and is based on the information available at the time of issue. Prices, availability, and timelines are subject to change without prior notice. Final costs may vary depending on changes in scope, materials, labour rates, or unforeseen circumstances. This quotation does not constitute a binding agreement until confirmed in writing by both parties.

Subtotal	£1,950.00
VAT	£390.00
TOTAL	**£2,340.00**

Thank you for your business!

ESTIMATE

To:
Upton & North Elmsall Parish Council
The Village Hall
Upton
West Yorkshire
WF9 1JB
Email: clerk@uptonandnorthelmsall-pc.gov.uk

T&D Contractors (T Easter & D Easter T/A)
Grounds & Facilities Maintenance

Estimate Number: 20260016
Estimate Date: 27/10/2026

At the request of: Helen

Description of Goods and/or Services	Qty	Price	VAT	Total (Excl VAT)
Strimming and locating of asbestos, sorting of rubble into types of waste (Not including removal and disposal)	1	£9,500.00	£1,900.00	£9,500.00

IMPORTANT INFORMATION

Quotations are valid for 30 days
This quotation is provided for estimation purposes only and is based on the information available at the time of issue. Prices, availability, and timelines are subject to change without prior notice. Final costs may vary depending on changes in scope, materials, labour rates, or unforeseen circumstances. This quotation does not constitute a binding agreement until confirmed in writing by both parties.

Subtotal	£9,500.00
VAT	£1,900.00
TOTAL	**£11,400.00**

Thank you for your business!

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

PROPOSED REORGANISATION OF MEETING ROOM 2 AND FORMER OFFICE

Purpose of Report

To consider proposals to improve the utilisation of existing space within the Village Hall, including the relocation of foodbank storage, the creation of a dedicated CCTV equipment area, and the reconfiguration of Meeting Room 2 to better accommodate community groups.

Background

Meeting Room 2 is currently used for foodbank storage and meetings by various community groups, including the local History Group.

The room contains a large meeting table with eight substantial chairs, storage racking containing foodbank supplies, two refrigerators and a freezer.

Cllr Spencer has highlighted that the History Group has experienced a considerable increase in attendance, making it increasingly difficult to accommodate participants within the current room layout.

The principal issue is not necessarily the size of the room itself, but the space occupied by the existing furniture and storage arrangements.

Proposed Improvements

<u>Former Office – Foodbank Storage and CCTV Equipment</u>

It is proposed that the former office be repurposed to accommodate foodbank supplies and CCTV equipment.

This would involve:

- Installing an internal partition wall to create a small, dedicated room for the CCTV equipment.
- Installing a solid, windowless, lockable wooden door within the existing wall in the corridor to provide secure access to the CCTV room.
- Utilising the remaining office space for foodbank storage, including the relocation of suitable storage racking and supplies from Meeting Room 2.
- Making use of the existing lockable office door to provide improved security for foodbank supplies.
- Ensuring that suitable access arrangements are maintained for those responsible for operating the foodbank.

The proposed arrangement would provide a secure, dedicated room for CCTV equipment while making better use of the remaining office space.

The suitability of the space, necessary works and any associated requirements would need to be assessed before implementation.

Meeting Room 2 – Furniture and Layout

Relocating foodbank storage would create additional usable space within Meeting Room 2, allowing the existing furniture arrangements to be reconsidered.

Two possible options have been identified:

- Option A – Retain Existing Table
  Retain the current meeting table but replace the eight large chairs with the smaller grey chairs already owned by the Parish Council.

  Additional chairs could be stored within the room and made available when required.

  This option would involve little or no expenditure.

- Option B – Replace Existing Furniture
  Replace the existing large table and chairs with smaller, lightweight or moveable furniture, allowing the room to be arranged according to the requirements of different community groups.

  This would provide greater flexibility but would involve additional expenditure, for which quotations would need to be obtained.

  The location of the existing refrigerators and freezer would also need to be considered as part of the overall room layout and foodbank requirements.

Benefits of the Proposal

The proposed improvements could provide several benefits:

- Increased usable space within Meeting Room 2.
- Greater flexibility to accommodate community meetings and activities.
- Improved security and organisation of foodbank supplies.
- Dedicated accommodation for CCTV equipment.
- More effective use of existing Village Hall facilities.
- Potential improvements at minimal cost through the reuse of existing furniture.

Financial Implications

The Parish Council currently has just over £3,000 remaining within its Village Hall Improvements budget and over £800 within its Village Hall Equipment budget for the 2026/27 financial year.

It is anticipated that the proposed works would involve expenditure relating to the installation of an internal partition wall and solid, lockable access door, together with any necessary associated works.

Additional expenditure may be required should the Council wish to replace the existing furniture within Meeting Room 2.

Subject to quotations being obtained, the works may be achievable within the existing 2026/27 budget allocations, allowing improvements to be undertaken before the end of the current financial year.

Should the quotations exceed the available budget provision, the proposed expenditure could instead be considered for inclusion within the 2027/28 budget.

The reuse of existing furniture would help minimise expenditure, allowing the Council to prioritise the proposed structural improvements.

Additional Considerations
Before implementing any structural alterations, consideration would need to be given to relevant building and fire safety requirements, the security and accessibility of CCTV equipment, and the suitability of the proposed foodbank storage arrangements.

The needs of foodbank operators and existing room users would also need to be taken into account.

Recommendation
Members are asked to consider:

- Whether to support, in principle, the proposed reorganisation of the former office to accommodate foodbank supplies and a dedicated CCTV equipment room.
- Whether to authorise the Clerk to obtain quotations for the installation of a partition wall, solid lockable access door, and any necessary associated works.
- Whether to approve the initial reconfiguration of Meeting Room 2 using existing furniture, or authorise the Clerk to obtain quotations for suitable replacement furniture.
- Whether to consider undertaking the proposed improvements during the current financial year, subject to costs being within the available budget allocations and the necessary expenditure approvals.
- Should the works prove unaffordable within the current financial year, whether to consider making appropriate financial provision within the 2027/28 budget.

Outlook

Announcing the Great British Spring Clean 2027 dates

From Keep Britain Tidy <campaigns@keepbritaintidy.org>
Date Mon 26/10/2026 11:31
To Clerk | Upton and North Elmsall Parish Council <clerk@uptonandnorthelmsall-pc.gov.uk>

Already dreaming of Spring?

This weekend the clocks went back.

But here at Keep Britain Tidy HQ, we're already dreaming of our favourite time of year – lighter nights, leaves returning to the trees, and of course, our annual mass litter-picking moment.

The Great British Spring Clean returns 12-28 March 2027. Town and parish councils will be able sign up from January and pledging opens to the public on Friday 12 February.

We'll be back in touch when it's time to pencil in your pick-ups, grab your gloves and get ready for a great spring.

Our impact in 2026

Earlier this year, more than half a million Litter Heroes pledged to collect 451,887 bags of litter during the Great British Spring Clean 2026.

That’s equivalent to 1,695 tonnes (the same weight as 16 blue whales) of litter removed from the places it doesn’t belong.

From cities, towns, and villages, from coastlines to mountaintops, our army of volunteers came together to take action for their local areas.

Outlook

Royal Garden Party nominations

From YLCA Admin <admin@yorkshirelca.gov.uk>
Date Mon 19/10/2026 15:23

1 attachment (67 KB)
RGP nomination form 2027 NEW.doc;

Good Afternoon West Yorkshire area Clerks,

ROYAL GARDEN PARTY 2027

For the 2027 Royal Garden Party (usually held in May), nominations are invited from local councils and parish meetings in West Yorkshire.

The guidelines for the nomination of candidates are included on the attached nomination form.

Please note that being nominated to YLCA for the Royal Garden Party does not automatically mean that the person the council has nominated will be offered a ticket. All nominations will be viewed by the YLCA Royal Garden Party working group early in 2026 (after NALC has advised the number of tickets to be allocated to Yorkshire local councils for 2027 – which is usually around the first week in January).

If the council/parish meeting would like to make a nomination, please complete the form and return to: admin@yorkshirelca.gov.uk by no later than 16 December 2026.

To enable the council/parish meeting to consider this, please include an item on the next council/parish meeting agenda.

Many Thanks

Kind Regards

Karen

YLCA
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS
CLOSEST TO THE PEOPLE

Karen Canadine
Local Councils Advisory and Training Officer
Yorkshire Local Councils Associations

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

M

Suite 8, Sibling Workspace, Station Road, Tadcaster LS24 9JF
Tel: 01937-228602
Email: admin@yorkshirelca.gov.uk

2027 ROYAL GARDEN PARTY NOMINATION FORM

Association Area: WEST YORKSHIRE

Name of council/parish meeting……...

Name of nominee……..

Reasons for Nomination (Please write in the box below. The box will expand) – Please note that further information may be requested following receipt of the nomination.

Date and minute number of nomination approval by council/parish meeting……..

Signed by clerk……. Date……

Print name…….....

Phone number of clerk……

GUIDELINES FOR NOMINATION OF CANDIDATES

- Nominations for 2027 are invited from West Yorkshire area councils and parish meetings. South Yorkshire had this opportunity in 2026 and North Yorkshire will have the opportunity in 2028. The regional policy will be reviewed in 2028.
- Only one nomination per council/parish meeting is permitted
- Nominations must be supported by the resolution of the council/parish meeting making the nomination
- A council may nominate any current serving councillor who has given outstanding service to the council and community and a parish meeting may nominate the Chair.
- The council/parish meeting may consider the councillor's contribution to the council/parish meeting and outside bodies appointed by their council or parish meeting, over many years or, alternatively, the nominating body may consider a noteworthy contribution over a short time which has significantly improved the council/parish meeting and the community

- Nominees should not have attended a previous Royal Garden Party. However, if the nominated individual was the accompanying guest (i.e. not the main guest) last time they attended, they may be nominated in their own right.
- The deadline for nominations for the Royal Garden Party 2026 is Wednesday 16 December 2026

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UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

COMMUNITY GARDEN – ASBESTOS REMOVAL EXPENDITURE

Purpose of Report

To seek formal approval from Full Council to fund the Community Garden asbestos removal expenditure from General Reserves, as recommended by the Finance Committee.

Background

At its meeting on 16th June 2026, Full Council resolved to accept the quotation from BLS Asbestos Ltd for asbestos removal works at the Community Garden, at a cost of £990 plus VAT per day, together with a one-off asbestos disposal charge of £2,000 plus VAT.

The works were subsequently completed over five days in July 2026, with the final invoice totalling £8,340, comprising £6,950 net expenditure and £1,390 VAT.

The expenditure was incurred in accordance with the quotation and rates previously approved by Full Council. However, the original resolution did not expressly identify the funding source.

At its meeting on 27th October 2026, the Finance Committee considered the expenditure and recommended that Full Council formally confirm that it be funded from General Reserves.

Financial Implications

The Council's Quarter 2 General and Earmarked Reserves report included a provision of £8,000 for the Community Garden asbestos removal works.

The final net expenditure was £6,950, representing £1,050 less than the original provision.

Subject to VAT recovery, the amount to be funded from General Reserves is therefore £6,950.

Recommendation

That Full Council formally confirms that the net expenditure of £6,950 incurred in relation to the Community Garden asbestos removal works undertaken by BLS Asbestos Ltd be funded from General Reserves, in accordance with the Finance Committee's recommendation of 27th October 2026.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

ELECTIONS – PROPOSED EARMARKED RESERVE

Purpose of Report

To seek Full Council's approval to transfer the unspent 2026/27 Elections budget provision into a dedicated Elections Earmarked Reserve, as recommended by the Finance Committee.

Background

The next scheduled all-out Parish Council elections are due to take place in May 2027.

The Council made provision of £13,000 within its 2026/27 budget towards potential election costs, including any by-elections arising during the financial year.

At the Town and Parish Councils Liaison Group meeting held on 10th November 2026, Wakefield Council confirmed that the six-month restriction on by-elections would take effect from 11th November 2026, ahead of the scheduled May 2027 elections.

Consequently, subject to the relevant statutory provisions, any new casual vacancies arising during this period would not ordinarily result in a by-election before the scheduled elections.

As no expenditure has been incurred against the 2026/27 Elections budget, the full £13,000 provision is therefore expected to remain unspent.

At its meeting on 27th October 2026, the Finance Committee recommended that any unspent Elections budget provision be transferred into an Elections Earmarked Reserve to support the anticipated costs of the May 2027 elections.

Financial Implications

The proposed transfer of £13,000 would allow the Council to retain the existing budget provision specifically for the May 2027 elections, rather than allowing the underspend to remain within the general year-end financial position.

The proposed Earmarked Reserve has already been incorporated into the draft 2027/28 budget and would be utilised towards the anticipated election costs, reducing the amount requiring provision through the 2027/28 precept.

The final transfer would be subject to confirmation of the year-end financial position and completion of the 2026/27 accounts.

Recommendation

That Full Council approves the establishment of an Elections Earmarked Reserve and the transfer of the anticipated £13,000 unspent provision from the 2026/27 Elections budget at the end of the financial year, subject to confirmation of the available balance, to be utilised towards the costs of the May 2027 Parish Council elections.

UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 2026

DRAFT BUDGET 2027/28 – FULL COUNCIL REVIEW

Purpose of Report

To provide Members with an overview of the proposed 2027/28 budget, including the anticipated expenditure, income, reserve allocations and indicative precept requirement, and to seek direction on any adjustments required ahead of formal budget approval.

Background

The initial draft budget for 2027/28 was considered by the Finance Committee at its meeting on 27th October 2026.

The draft has been prepared taking account of current expenditure, anticipated service costs, committee requirements, existing commitments and projects identified by Full Council for potential inclusion in the forthcoming financial year.

Following the Finance Committee's review, adjustments have been incorporated, including an increase in the proposed Grants budget to £11,500 and provision for the anticipated transfer of unspent 2026/27 Elections funding into an Earmarked Reserve.

The updated draft budget is included with the agenda papers.

Proposed Budget Position

The current draft budget identifies:

Total proposed expenditure	£322,512
Estimated income (excluding precept)	(£14,771)
Net funding requirement	**£307,741**
Proposed School Street EMR contribution	(£19,282)
Proposed Elections EMR contribution	(£13,000)
Indicative precept requirement	**£275,459**

The indicative precept requirement represents an increase of £21,694, approximately 8.55%, compared with the 2026/27 precept of £253,765.

This remains provisional and does not represent a confirmed increase in the Band D Council Tax charge, which will also depend on the confirmed tax base for 2027/28.

Key Budget Considerations

Staffing and Employment

The proposed Staffing and Employment budget totals £85,120, incorporating anticipated salary costs, employer pension contributions and associated employment expenditure.

Environmental Services and Floral Displays

Increased provision has been included for ongoing environmental services, including public bin emptying, grounds maintenance, grass cutting and floral display watering.

The proposed Environmental Services budget totals £24,700, with a further £9,450 allocated to Floral Displays.

These adjustments reflect the anticipated full-year costs of existing service arrangements, together with planned maintenance and improvements.

Community Events

The proposed Events budget totals £19,000, reflecting the anticipated costs of the Council's programme of community events throughout 2027/28.

The programme and associated expenditure will remain subject to the consideration and approval of the Events Committee and Full Council, as appropriate.

Grants and Community Support

Following the Finance Committee's recommendation, the proposed Grants budget has been set at £11,500.

Provision has also been retained for existing community services and commitments, including Citizens Advice, Youth Provision (Summer Camp) and the Joint Burial Committee.

Elections

The draft includes £15,000 towards the anticipated costs of the May 2027 Parish Council elections.

It is proposed that £13,000 of this expenditure be supported through an Elections Earmarked Reserve, subject to confirmation of the transfer from the unspent 2026/27 Elections budget at the financial year-end.

School Street Allotments

The draft includes £19,282 for School Street Allotments, supported by the existing School Street Redevelopment Earmarked Reserve.

This provision remains subject to the Council's decisions regarding the future of the site, any expenditure approved during the remainder of 2026/27 and the outcome of outstanding legal advice.

Any expenditure committed against the Earmarked Reserve during the current financial year would require the proposed 2027/28 allocation to be reviewed accordingly.

Financial Implications

The draft budget has been prepared with consideration for the Council's existing financial commitments, anticipated service delivery costs and the importance of maintaining adequate General Reserves.

The proposed use of Earmarked Reserves reduces the amount required through the 2027/28 precept. However, the final reserve contributions will depend on the balances available and the Council's decisions regarding the associated expenditure.

The budget remains subject to further review, including any amendments arising from outstanding committee recommendations, updated expenditure forecasts, confirmed reserve balances and the Council Tax base.

Recommendation

That Full Council receives and reviews the draft 2027/28 budget, considers the proposed expenditure, income and reserve allocations, and determines any adjustments required ahead of the final budget and precept being presented for formal approval in January 2027.

UPTON & NORTH ELMSALL PARISH COUNCIL

2027/28 DRAFT BUDGET - OVERVIEW

Working figures, not final precept

INDICATIVE FUNDING POSITION	
Proposed expenditure	322,512.00
Estimated income, excluding precept	14,771.00
Net funding requirement	**307,741.00**
School Street EMR (provisional drawdown)	19,282.00
Elections EMR (subject to year-end transfer)	13,000.00
Indicative 2027/28 precept requirement	**275,459.00**
2026/27 precept	253,765.00
Indicative increase in precept	**21,694.00**
Indicative increase (%)	**8.5%**

IMPORTANT: The School Street EMR figure assumes no additional 2026/27 commitments from that reserve.

The £13,000 Elections EMR transfer is expected but remains subject to confirmation at year-end.

EXPENDITURE BY SERVICE / BUDGET HEADING

Service / budget heading	2026/27 budget	2026/27 forecast	2027/28 proposed	Change
101 Administration	32,300.00	23,833.62	31,330.00	(970.00)
102 Village Hall	26,250.00	18,944.97	25,480.00	(770.00)

103 Civic & Governance	17,300.00	1,609.20	17,950.00	650.00
104 Staffing & Employment	88,720.00	69,702.42	85,120.00	(3,600.00)
110 Grants & Donations	12,500.00	12,000.00	12,500.00	–
120 School Street Allotments	20,107.00	825.00	19,282.00	(825.00)
121 Harewood Lane Allotments	4,890.00	5,683.00	7,500.00	2,610.00
124 War Memorial	250.00	–	500.00	250.00
125 Rose Estate Playing Field	4,500.00	870.00	3,500.00	(1,000.00)
129 Grazing Field	4,610.00	3,809.83	5,900.00	1,290.00
130 Stables	1,100.00	1,100.00	1,400.00	300.00
134 Events	9,500.00	9,431.00	19,000.00	9,500.00
135 Luke Farmer Memorial Garden	1,200.00	112.76	1,750.00	550.00
136 School Street Green	2,000.00	2,000.00	3,500.00	1,500.00
139 Miners Memorial Garden	11,810.00	11,890.00	2,000.00	(9,810.00)
140 Environmental Services	18,020.00	19,569.00	24,700.00	6,680.00
146 Defibrillators	2,000.00	136.00	2,000.00	–
147 Community Garden	1,950.00	7,911.45	3,150.00	1,200.00
148 Floral Displays	5,240.00	8,367.00	9,450.00	4,210.00
151 Eco Plot	250.00	–	500.00	250.00
153 Citizens Advice	4,300.00	4,289.00	4,500.00	200.00
Joint Burial Committee	16,800.00	16,798.00	19,500.00	2,700.00
Youth Provision	10,000.00	9,600.00	10,000.00	–
Christmas Trees & Festive Lighting	12,000.00	6,631.00	12,000.00	–
TOTAL EXPENDITURE	**307,597.00**	**235,113.25**	**322,512.00**	**14,915.00**

UPTON & NORTH ELMSALL PARISH COUNCIL

PROPOSED BUDGET 2027/28 - INCOME

INCOME | 2026/27 current budget and working forecast compared with 2027/28 proposal

Note: 2027/28 precept is not yet set. Income changes exclude the 2026/27 precept for comparability.

Code	Budget heading	2026/27 Budget	2026/27 Forecast	2027/28 Proposed	Change
101 Administration					
1176	Precept	253,765.00	253,765.00		
1063	Photocopying & Printing	–	1.40	1.00	1.00
1190	Bank Interest	1,640.00	1,433.25	1,500.00	(140.00)
1999	Miscellaneous Income	50.00	–	–	(50.00)
	SUBTOTAL	**255,455.00**	**255,199.65**	**1,501.00**	**(189.00)**
102 Village Hall					
1000	Hall Hire	2,120.00	2,241.00	2,000.00	(120.00)
1999	Miscellaneous Income	200.00	–	–	(200.00)
	SUBTOTAL	**2,320.00**	**2,241.00**	**2,000.00**	**(320.00)**
121 Harewood Lane Allotments					
1050	Allotment Rents	2,500.00	2,791.00	2,800.00	300.00
1055	Allotment Key Deposits	–	75.00	50.00	50.00
	SUBTOTAL	**2,500.00**	**2,866.00**	**2,850.00**	**350.00**

127 Stables & Grazing Rent					
1052	Stable & Grazing Tenancy Income	7,500.00	7,496.00	7,500.00	–
	SUBTOTAL	**7,500.00**	**7,496.00**	**7,500.00**	**–**
132 Quarry Lane					
1061	Lease Income	500.00	500.00	500.00	–
	SUBTOTAL	**500.00**	**500.00**	**500.00**	**–**
149 Cash for Bank					
1062	Cash Received for Bank	3,655.00	–	–	(3,655.00)
	SUBTOTAL	**3,655.00**	**–**	**–**	**(3,655.00)**
134 Events					
1054	Other Event Income	–	–	–	–
	Day Trip Income	–	–	–	–
	Village Show Income	–	–	20.00	20.00
	Christmas Pantomime Income	–	200.00	400.00	400.00
	SUBTOTAL	**–**	**200.00**	**420.00**	**420.00**
	TOTAL INCOME	**271,930.00**	**268,502.65**	**14,771.00**	**(3,394.00)**

UPTON & NORTH ELMSALL PARISH COUNCIL

PROPOSED BUDGET 2027/28 - EXPENDITURE

EXPENDITURE | 2026/27 current budget and working forecast compared with 2027/28 proposal

Code	Budget heading	2026/27 Budget	2026/27 Forecast	2027/28 Proposed	Change
101 Administration					
2003	Mobile Airtime	300.00	237.60	250.00	(50.00)
2010	H & S Services	2,300.00	1,920.30	2,100.00	(200.00)
4016	Refreshments & Hospitality	50.00	34.00	50.00	–
4020	Legal Fees	4,877.00	3,000.00	5,000.00	123.00
4022	Memberships & Subscriptions	1,880.00	1,669.00	2,000.00	120.00
4025	Internal Audit	1,130.00	740.00	1,000.00	(130.00)
	External Audit	1,020.00	630.00	800.00	(220.00)
	Licences & Regulatory Fees	–	–	100.00	100.00
	Property, Land Registry & Surveying Fees	123.00	123.00	200.00	77.00
	Planning & Building Control Fees	–	–	–	–
4032	Photocopier Lease	1,600.00	1,064.00	1,200.00	(400.00)
4034	Publications & Reference Material	100.00	144.00	200.00	100.00
4035	Insurance	5,000.00	4,676.17	6,000.00	1,000.00
4040	Telephone & Broadband	1,200.00	730.26	800.00	(400.00)
4041	Photocopying & Printing Charges	720.00	579.00	700.00	(20.00)
4042	IT Support & Cybersecurity	2,089.00	1,899.15	2,200.00	111.00

4043	Bank Charges	220.00	269.10	300.00	80.00
4045	Postage	60.00	112.00	100.00	40.00
4046	Stationery & Office Consumables	1,050.00	249.97	500.00	(550.00)
4047	Office Furniture & Equipment	4,000.00	1,439.07	2,000.00	(2,000.00)
	Finance Software Licence & Support	1,911.00	1,911.00	2,500.00	589.00
4060	Website Hosting & Routine Maintenance	2,000.00	250.00	500.00	(1,500.00)
	Website Development & Projects	–	1,536.00	500.00	500.00
	Advertising & Public Notices	–	–	50.00	50.00
	Newsletters, Printing & Publicity	500.00	500.00	2,000.00	1,500.00
	IT Hardware & Mobile Devices	–	–	100.00	100.00
	Other Software & Cloud Services	120.00	120.00	180.00	60.00
4299	Miscellaneous Expenses	50.00	–	–	(50.00)
	SUBTOTAL	**32,300.00**	**23,833.62**	**31,330.00**	**(970.00)**
102 Village Hall					
2002	Cleaning & Hygiene Consumables	500.00	683.98	700.00	200.00
4027	Waste Clearance & Skip Hire	250.00	–	500.00	250.00
	Laundry & Dry-Cleaning	–	36.00	50.00	50.00
4099	Cleaning Equipment	200.00	61.00	50.00	(150.00)
4105	Water Charges	700.00	663.00	1,000.00	300.00
4107	Electricity Charges	6,700.00	4,238.00	5,500.00	(1,200.00)
4108	Gas Charges	3,000.00	1,443.33	2,500.00	(500.00)
	Security, Access & Fire Alarm Systems	600.00	995.00	1,000.00	400.00
4106	Keys, Locks & Access Security	–	30.00	50.00	50.00
	Routine Building Repairs	1,666.51	83.81	2,000.00	333.49

	Water Hygiene & Legionella	473.49	393.31	1,000.00	526.51
	Electrical Repairs & Lighting	–	52.31	200.00	200.00
	Village Hall Equipment	1,000.00	559.52	500.00	(500.00)
	Heating, Plumbing & Hot-Water Systems	3,575.00	3,650.00	1,500.00	(2,075.00)
	Furniture & Fittings	805.00	801.26	1,000.00	195.00
	Site Improvements & Capital Works	2,620.00	–	3,000.00	380.00
	Electrical Testing & PAT	–	40.00	1,000.00	1,000.00
	Fire Extinguishers & Emergency Lighting	1,860.00	2,010.00	800.00	(1,060.00)
	Specialist Surveys & Remediation	–	–	300.00	300.00
4125	CCTV	1,000.00	–	300.00	(700.00)
	Hygiene Waste Services	–	1,384.45	630.00	630.00
	Music & Premises Licences	300.00	1,130.00	1,200.00	900.00
	Miscellaneous Expenses	500.00	–	–	(500.00)
4240	Refuse & Recycling Collection	500.00	690.00	700.00	200.00
	SUBTOTAL	**26,250.00**	**18,944.97**	**25,480.00**	**(770.00)**
103 Civic & Governance					
4150	Cllrs Telephone Allowance	500.00	–	–	(500.00)
4151	Councillor Mileage & Expenses	300.00	–	200.00	(100.00)
4155	Chair's Allowance	1,500.00	793.00	750.00	(750.00)
	Councillor Training	2,000.00	816.20	2,000.00	–
	Civic & Commemorative Expenditure	–	–	–	–
4160	Elections	13,000.00	–	15,000.00	2,000.00
	SUBTOTAL	**17,300.00**	**1,609.20**	**17,950.00**	**650.00**

104 Staffing & Employment					
2009	HR Services	2,800.00	2,469.67	2,800.00	–
4000	Salaries (Inc NI/PAYE)	80,000.00	60,831.86	70,000.00	(10,000.00)
4001	Pension Administration	500.00	564.00	800.00	300.00
4002	Payroll Administration	400.00	303.00	500.00	100.00
4003	Pension Contributions	3,500.00	5,292.89	9,000.00	5,500.00
2000	Staff Mileage & Expenses	20.00	–	20.00	–
	Occupational Health & Staff Welfare	–	–	1,000.00	1,000.00
4010	Staff Training	1,500.00	241.00	1,000.00	(500.00)
	SUBTOTAL	**88,720.00**	**69,702.42**	**85,120.00**	**(3,600.00)**
110 Grants & Donations					
4190	Grants	11,500.00	11,500.00	11,500.00	–
4191	Donations	1,000.00	500.00	1,000.00	–
	SUBTOTAL	**12,500.00**	**12,000.00**	**12,500.00**	**–**
120 School Street Allotments					
2006	School Street Re-Development	20,107.00	825.00	19,282.00	(825.00)
	SUBTOTAL	**20,107.00**	**825.00**	**19,282.00**	**(825.00)**
121 Harewood Lane Allotments					
2005	Pest & Invasive Weed Control	500.00	340.00	400.00	(100.00)
4005	Portable Toilet Hire	900.00	1,170.00	1,200.00	300.00
4027	Waste Clearance & Skip Hire	1,000.00	750.00	1,000.00	–

	Grounds & Site Maintenance	1,310.00	1,150.00	1,500.00	190.00
	Tree & Hedge Works	–	–	300.00	300.00
	Site Improvements & Capital Works	–	–	–	–
	Specialist Surveys & Remediation	–	–	300.00	300.00
	Fencing & Gates	–	–	800.00	800.00
	Allotment Plot Clearance	–	–	500.00	500.00
	Tools, Equipment & Site Supplies	–	–	200.00	200.00
4105	Water Charges	1,180.00	2,176.00	1,200.00	20.00
4106	Keys, Locks & Access Security	–	97.00	100.00	100.00
	SUBTOTAL	**4,890.00**	**5,683.00**	**7,500.00**	**2,610.00**
124 War Memorial					
	Site Improvements & Capital Works	–	–	–	–
	Cleaning & Repairs	–	–	250.00	250.00
	Grounds & Site Maintenance	250.00	–	250.00	–
	SUBTOTAL	**250.00**	**–**	**500.00**	**250.00**
125 Rose Estate Playing Field					
	Grounds & Site Maintenance	–	–	500.00	500.00
	Play & Outdoor Gym Inspections	–	–	300.00	300.00
	Play & Outdoor Gym Purchases	1,500.00	–	1,000.00	(500.00)
	Site Improvements & Capital Works	–	–	–	–
	Play & Outdoor Gym Repairs	3,000.00	870.00	1,000.00	(2,000.00)
	Tree & Hedge Works	–	–	200.00	200.00

	Fencing & Gates	–	–	500.00	500.00
	SUBTOTAL	**4,500.00**	**870.00**	**3,500.00**	**(1,000.00)**
129 Grazing Field					
4105	Water Charges	1,300.00	451.83	800.00	(500.00)
	Grounds & Site Maintenance	3,310.00	3,358.00	2,000.00	(1,310.00)
	Site Improvements & Capital Works	–	–	–	–
	Specialist Surveys & Remediation	–	–	300.00	300.00
	Tree & Hedge Works	–	–	–	–
2005	Pest & Invasive Weed Control	–	–	2,000.00	2,000.00
	Fencing & Gates	–	–	800.00	800.00
	SUBTOTAL	**4,610.00**	**3,809.83**	**5,900.00**	**1,290.00**
130 Stables					
4106	Keys, Locks & Access Security	–	–	100.00	100.00
	Site Improvements & Capital Works	–	–	–	–
	Routine Building Repairs & Maintenance	–	–	500.00	500.00
	Grounds & Site Maintenance	1,100.00	1,100.00	800.00	(300.00)
	SUBTOTAL	**1,100.00**	**1,100.00**	**1,400.00**	**300.00**
134 Events					
	Village Show	500.00	378.00	1,000.00	500.00
	Day Trips	2,229.00	2,229.00	4,000.00	1,771.00
	Christmas Pantomime	5,750.00	5,824.00	6,000.00	250.00

	Upton After Dark	–	–	3,000.00	3,000.00
	Christmas Lights Celebration	–	–	500.00	500.00
	Halloween Trail	–	–	250.00	250.00
	Pumpkin Picking	–	–	500.00	500.00
	Easter Crafts Competition	–	1,000.00	1,000.00	1,000.00
	Scarecrow Festival	–	–	250.00	250.00
	Spring Fayre	–	–	500.00	500.00
	Event Equipment & Safety Supplies	–	–	1,000.00	1,000.00
4235	Other Community Events	1,021.00	–	1,000.00	(21.00)
	SUBTOTAL	**9,500.00**	**9,431.00**	**19,000.00**	**9,500.00**
135 Luke Farmer Memorial Garden					
	Grounds & Site Maintenance	1,000.00	6.00	500.00	(500.00)
	Tree & Hedge Works	–	–	500.00	500.00
	Specialist Surveys & Remediation	–	–	–	–
	Site Improvements & Capital Works	–	–	–	–
	Cleaning & Repairs	–	–	500.00	500.00
	Fencing & Gates	–	–	100.00	100.00
4105	Water Charges	200.00	106.76	150.00	(50.00)
	SUBTOTAL	**1,200.00**	**112.76**	**1,750.00**	**550.00**
136 School Street Green					
	Grounds & Site Maintenance	1,000.00	2,000.00	500.00	(500.00)
	Play & Outdoor Gym Inspections	–	–	300.00	300.00

	Play & Outdoor Gym Purchases	1,000.00	–	1,000.00	–
	Site Improvements & Capital Works	–	–	–	–
	Play & Outdoor Gym Repairs	–	–	1,000.00	1,000.00
	Tree & Hedge Works	–	–	200.00	200.00
	Fencing & Gates	–	–	500.00	500.00
	SUBTOTAL	**2,000.00**	**2,000.00**	**3,500.00**	**1,500.00**
139 Miners Memorial Garden					
	Grounds & Site Maintenance	500.00	580.00	750.00	250.00
	Cleaning & Repairs	–	–	1,000.00	1,000.00
	Site Improvements & Capital Works	11,310.00	11,310.00	–	(11,310.00)
	Tree & Hedge Works	–	–	250.00	250.00
	Specialist Surveys & Remediation	–	–	–	–
	SUBTOTAL	**11,810.00**	**11,890.00**	**2,000.00**	**(9,810.00)**
140 Environmental Services					
2008	Public Bin Emptying & Waste Disposal	5,760.00	5,760.00	6,500.00	740.00
	Grounds & Site Maintenance	2,500.00	3,348.00	1,000.00	(1,500.00)
	Tree & Hedge Works	–	–	1,000.00	1,000.00
4027	Waste Clearance & Skip Hire	–	–	250.00	250.00
	Street Furniture, Bollards, Bins & Signage	–	–	4,000.00	4,000.00
	Specialist Surveys & Remediation	–	–	300.00	300.00
	Fencing & Gates	–	–	500.00	500.00
4212	Fuel for Grounds Equipment	50.00	–	–	(50.00)

	Grounds Tools & Equipment	1,000.00	211.00	100.00	(900.00)
	Grounds Equipment Repairs & Servicing	–	–	50.00	50.00
4210	Grass Cutting	8,500.00	10,250.00	11,000.00	2,500.00
4299	Miscellaneous Expenses	210.00	–	–	(210.00)
	SUBTOTAL	**18,020.00**	**19,569.00**	**24,700.00**	**6,680.00**
146 Defibrillators					
	Defibrillator Cabinets & Equipment	–	–	800.00	800.00
	Defibrillator Maintenance	–	–	500.00	500.00
	Defibrillator Training	–	–	200.00	200.00
	Replacement Pads & Batteries	2,000.00	136.00	500.00	(1,500.00)
	SUBTOTAL	**2,000.00**	**136.00**	**2,000.00**	**–**
147 Community Garden					
4005	Portable Toilet Hire	600.00	312.00	650.00	50.00
	Grounds & Site Maintenance	100.00	6,950.00	500.00	400.00
	Tree & Hedge Works	–	–	250.00	250.00
	Specialist Surveys & Remediation	–	–	300.00	300.00
	Site Improvements & Capital Works	–	–	–	–
	Fencing & Gates	–	–	250.00	250.00
	Gardening Materials & Supplies	400.00	149.00	300.00	(100.00)
	Tools & Equipment	100.00	86.00	100.00	–
4106	Keys, Locks & Access Security	–	–	50.00	50.00
4027	Waste Clearance & Skip Hire	250.00	250.00	250.00	–

4105	Water Charges	500.00	164.45	500.00	–
	SUBTOTAL	**1,950.00**	**7,911.45**	**3,150.00**	**1,200.00**
148 Floral Displays					
	Compost, Soil & Fertiliser	200.00	135.00	150.00	(50.00)
	Planting & Maintenance	1,500.00	1,500.00	2,000.00	500.00
	Tubs, Barrels & Containers	1,000.00	167.00	500.00	(500.00)
	Floral Display Watering	1,240.00	5,250.00	5,000.00	3,760.00
	Watering Equipment & Repairs	300.00	30.00	300.00	–
4222	Plants & Flowers	1,000.00	1,285.00	1,500.00	500.00
	SUBTOTAL	**5,240.00**	**8,367.00**	**9,450.00**	**4,210.00**
151 Eco Plot					
	Grounds & Site Maintenance	–	–	100.00	100.00
	Site Improvements & Capital Works	–	–	–	–
4120	Tools & Equipment	200.00	–	100.00	(100.00)
4212	Fuel for Equipment	50.00	–	–	(50.00)
	Tree & Hedge Works	–	–	300.00	300.00
	SUBTOTAL	**250.00**	**–**	**500.00**	**250.00**
153 Citizens Advice					
4161	Citizens Advice Service	4,300.00	4,289.00	4,500.00	200.00
	SUBTOTAL	**4,300.00**	**4,289.00**	**4,500.00**	**200.00**

Joint Burial Committee					
4180	JBB Contribution	16,800.00	16,798.00	19,500.00	2,700.00
	SUBTOTAL	**16,800.00**	**16,798.00**	**19,500.00**	**2,700.00**
Youth Provision					
4195	Summer Camp	10,000.00	9,600.00	10,000.00	–
	SUBTOTAL	**10,000.00**	**9,600.00**	**10,000.00**	**–**
Christmas Trees & Festive Lighting					
4220	Christmas Tree & Lights	12,000.00	6,631.00	12,000.00	–
	SUBTOTAL	**12,000.00**	**6,631.00**	**12,000.00**	**–**
	TOTAL EXPENDITURE	**307,597.00**	**235,113.25**	**322,512.00**	**14,915.00**

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UPTON & NORTH ELMSALL PARISH COUNCIL
MEETING OF COUNCIL
Tuesday 17th November 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

02.11.2026 – 06.11.2026

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

Clerk | Upton and North Elmsall Parish Council

From:
Sent: 03 November 2026 10:04
Subject: Wakefield Transport Strategy Consultation

Follow Up Flag: Flag for follow up
Flag Status: Flagged

To Town and Parish Councils in the Wakefield district.

The Council has just launched a public consultation on its proposed new Transport Strategy. This sets out the council's ambitions for Highways and Transportation up to 2040.

This is the link to the consultation documents:

Consultation on the Wakefield Transport Strategy 2026-2040 - Wakefield Council

The new Strategy aligns with the recently adopted West Yorkshire Local Transport Plan. The new district strategy is important to set out how the council's ambitions align to other policies and will be vital to underpin future funding bids for investment in transportation and highways projects throughout the Wakefield district.

The public consultation will run until 30th November.

The proposed new strategy will replace the existing Wakefield District Transport Strategy 2011-26. The new strategy is expected to be presented to Cabinet for endorsement in early 2027.

If you have any questions, please let us know.

Best wishes,

Transportation Planning
Wakefield Council