



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

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Dated: 12th June 2024

NOTICE OF A PARISH COUNCIL MEETING

To all members of the Parish Council,

You are respectfully summoned to attend the Ordinary Meeting of Drighlington Parish Council to be held at the Drighlington Methodist Church, King Street BD11 1EL on **the 17th of June 2024** for the purpose of transacting the business set out in the attached agenda.

Signed: *Jill Davis*

Jill Davis 12/06/2024

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session. A copy of the 'Management of Recordings' policy is available on the parish council website.

DRIGHLINGTON ANNUAL PARISH COUNCIL MEETING

Parish Council Meeting – Monday 17th of JUNE 2024 @ 7.30pm

A G E N D A

1.	Chairperson to open the Meeting: a) Chairperson's opening statement b) To remind members of the public – only items on the agenda can be discussed in the meeting. c) Temporary exclusion of Public and Press
2.	Apologies for Absence: a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	Declaration of Disclosable Pecuniary and Other Interests:
4.	Dispensations for Disclosable Pecuniary Interests:
5.	Minutes: a) For the council to consider approving the draft minutes of the Annual Meeting of the Parish Council held on the 20th of May 2024.
6.	Public Participation: a) Representation from members of the public on the business of the agenda for the meeting. b) To receive reports from the Police c) To receive reports from guests and Leeds City Councillors d) To receive the monthly report from the Enforcement Officer - May 2024 e) To receive the monthly report from the Parish Council Environmental Officer – May 2024
7.	The Hub:

	<p>a) To inform the council of the following bookings: Library Monday 03/06/2024 Cllr Finnigan – Various dates Library Monday – 08/07/2024</p> <p>b) To inform the council that payment from the library of £161.04 has been received (Insurance Payment)</p> <p>c) To inform the council the invoices to Pudsey Legal have been sent (awaiting payments)</p> <p>d) To inform the council the invoices to Cllr Finnigan will be sent this month</p> <p>e) To inform the council of the monthly utility charge</p> <p>f) For the council to approve the BES Engineer to visit the site to test the meter (chargeable visit retrospective) £130.94</p> <p>g) To inform the council that the landlord has been contacted concerning the water meter</p> <p>h) For the council to note the correspondence completed to support the library with the change to its banking arrangements</p>
8.	<p>D-DAY Matters:</p> <p>a) To update the council concerning the D-DAY event (Cllr S Edwards)</p> <p>b) To update the council with the expenditure to date £3195.92 Budget of £5000.</p> <p>c) For the council to consider approving £2843.74 to be allocated to CIL</p>
9.	<p>End of Year Accounts 2023 – 2024:</p> <p>Please note the accounts remain unaudited until the Notice of Closure of Audit and the External Auditor certifies the accounts.</p> <p>a) For the council to note the overview has been circulated to members</p> <p>b) For the council to consider approving the Financial Accounts for 2023 -2024</p> <p>c) For the council to discuss the Internal report from SALC and confirm actions raised</p> <p>d) For the council to note the Internal Audit Report (Page 3 AGAR)</p> <p>e) For the council to consider approving The Annual Governance Statement – Section 1 (AGAR)</p> <p>f) For the council to consider approving The Accounting Statements – Section 2 (AGAR)</p> <p>g) For the Chairperson and RFO (once e and f are approved) to sign the Annual Governance Statement and the Chairperson to sign the Accounting Statements</p> <p>h) For the Council to consider the RFO's recommendation of setting the commencement date for the Exercise of Public Rights as Monday 1st of July 2024 – Friday 9th of August 2024</p> <p>i) For the council to consider approving the End of Year Bank Reconciliation</p> <p>j) For the council to consider approving the Explanation of Variances</p> <p>k) To inform the council the statutory documents will be placed on the noticeboard and uploaded to the website by the 30th of June 2024</p> <p>l) To inform the council that the statutory documents will be emailed to the External Auditor by the 30th of June 2024</p>
10.	<p>Fiscal Year 2024 – 2025:</p> <p>a) For the council to consider appointing SALC as the Internal Auditor for 2024 -2025</p> <p>b) For the council to note the Year End Balances for 2023 – 2024: General Funds: £35,674.40 CIL: £33,095.41 = £68,769.81</p> <p>c) For the council to note the Opening Balances for 2024 -2025 General Funds: £35,674.40 CIL: £33,095.41 = £68,769.81</p> <p>d) For the council to consider any actions from the supporting paper concerning the general and earmarked funds for 2024 - 2025</p>
11.	<p>Financial Matters:</p> <p>a) For the council to consider donating a financial contribution to St John Ambulance for attending the D-DAY event (the council were not charged. The normal rate would be £142.00)</p> <p>b) For the council to approve a payment of £1200.00 to Leeds CC for the relocation of the SID's</p> <p>c) To inform the council £334.00 has been received from Leeds CC towards the contribution of grass-cutting in the parish (please see item 14)</p> <p>d) To inform the council - Eco Homes – CIL payment has not been received (due 14/05/2024). Leeds CC are chasing the payment from the developer.</p> <p>e) To inform the council that the pay date is Friday 28th of June 2024</p> <p>f) For the council to consider approving the Clerk's Expenses of £190.24</p> <p>g) For the council to ratify the purchase of Flag Pole Rope £12.99 Cllr S Edwards</p> <p>h) For the council to approve the YLCA Training Day (Chairperson and Clerk) £52.60</p> <p>i) For the council to consider approving the YLCA Training Day (Chairperson) £35.10</p> <p>j) For the council to consider approving the Bank Reconciliation up to 05/04/2024</p> <p>k) For the council to consider approving the Bank Reconciliation up to 03/05/2024</p> <p>l) For the council to note the income received in April 2024 - £76,257.00 (£75k Precept and £1257 Grant)</p>
12.	<p>Administration Matters:</p> <p>a) To inform the council the FaceBook page is live and to thank Sanne Van Rijn for setting it up.</p> <p>b) For Cllr Milomo to give a monthly update concerning the Defibrillators</p>

	<p>c) For the council to consider approving the meetings to commence from 7.00pm (Cllr S Edwards)</p> <p>d) To inform the council the contract with Suffield Motors ends on the 30th of June 2024 as requested by the council.</p> <p>e) For the council to approve the Standing Order to Suffield Motors to be cancelled</p> <p>f) For the council to consider a Councillor to attend the Mayor's Civic Service on Sunday 7th of July 2024 @10.30am</p> <p>g) For the council to consider approving the article for Moor News</p> <p>h) For the council to discuss parking issues in the parish – The Moor Area</p> <p>i) For the council to consider any actions from the Planned Highway Maintenance Programme 2025 – 2030. (This can be deferred until the July meeting)</p>																																																																																																																							
13.	<p>Asset Register Matters:</p> <p>a) To inform the council that 4 litter/dog bins have been ordered. Two will be paid by the PC and Cllr Finnigan's locality budget will pay two. 5-week lead time Opposite Amico's/Community Hub/ Bus Stop (Co-op)/Trim Trail area.</p> <p>b) For the council to consider approving ordering a further 2 replacement litter/dog bins</p> <p>c) For the council to consider requesting a local group (suggestion could be the scouts) to clean the outdoor seating area.</p>																																																																																																																							
14.	<p>Grass-Cutting Matters:</p> <p>14.a To inform the council that Leeds CC provide an annual grant of £334.00 (1 cut per year) for the council to cut 6 footpaths in the parish under the Parish Paths Partnership Agreement</p> <p>14.b For the council to note the 6 footpaths are 1,9,10,13,16, and 48</p> <p>14.c For the council to consider approving the clerk to contact the interested contractors for quotations and to organise the emergency work to be completed within the budget allocated by the council.</p>																																																																																																																							
15.	<p>Payments To consider approving (June 2024) R=Retrospective</p> <table border="1"> <thead> <tr> <th>No:</th> <th>Date:</th> <th>Name:</th> <th>Reason:</th> <th>Subtotal:</th> <th>VAT:</th> <th>Total:</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/06/24</td> <td>Suffield Motors</td> <td>Monthly storage</td> <td>£120.00</td> <td>£24.00</td> <td>£144.00</td> </tr> <tr> <td>2</td> <td>21/05/24</td> <td>LCC</td> <td>Sid Rotation</td> <td>£1000.00</td> <td>£200.00</td> <td>£1200.00</td> </tr> <tr> <td>3</td> <td>06/06/24</td> <td>Drighlington Methodist Church</td> <td>Room Hire – May 2024</td> <td>£32.00</td> <td></td> <td>£32.00</td> </tr> <tr> <td>4</td> <td>10/04/24</td> <td>Drighlington Methodist Church</td> <td>Room Hire – March 2024</td> <td>£32.00</td> <td></td> <td>£32.00</td> </tr> <tr> <td>5</td> <td>20/05/24</td> <td>Drighlington Methodist Church</td> <td>Room Hire – April 2024</td> <td>£32.00</td> <td></td> <td>£32.00</td> </tr> <tr> <td>6</td> <td>04/06/24</td> <td>YLCA</td> <td>Cllr Training</td> <td>£35.10</td> <td></td> <td>£35.10</td> </tr> <tr> <td>7R</td> <td>28/05/24</td> <td>Gallagher</td> <td>Annual Insurance</td> <td>£956.51</td> <td></td> <td>£956.51</td> </tr> <tr> <td>8</td> <td>06/06/24</td> <td>RBL</td> <td>Wreath D-Day</td> <td>£25.00</td> <td></td> <td>£25.00</td> </tr> <tr> <td>9</td> <td>31/05/24</td> <td>Genesis Fire Limited</td> <td>Fire Risk Assessment and hire of extinguishers</td> <td>£295.00</td> <td>£59.00</td> <td>£354.00</td> </tr> <tr> <td>10.</td> <td>28/06/24</td> <td>Jill Davis/Sanne Van Rijn</td> <td>June 2024 Salaries</td> <td>Confidential</td> <td></td> <td>Confidential</td> </tr> <tr> <td>11.</td> <td>17/06/24</td> <td>Jill Davis</td> <td>June 2024 Expenses</td> <td>£187.99</td> <td>£2.25</td> <td>£190.24</td> </tr> <tr> <td>12.</td> <td>17/06/24</td> <td>Cllr I Milomo</td> <td>June Expenses 2024 D-DAY items</td> <td>£42.45</td> <td>£8.49</td> <td>£50.94</td> </tr> <tr> <td>13.</td> <td>17/06/24</td> <td>Cllr S Edwards</td> <td>June Expenses 2024 D-Day items and Flag Pole Rope</td> <td>£36.07</td> <td>£5.08</td> <td>£41.15</td> </tr> <tr> <td>14.</td> <td>17/06/24</td> <td>Cllr C Edwards</td> <td>June Expenses 2024 D-Day items</td> <td>£8.33</td> <td>£1.67</td> <td>£10.00</td> </tr> <tr> <td>15.</td> <td>03/06/24</td> <td>YLCA</td> <td>Cllr/Clerk Training</td> <td>£52.60</td> <td></td> <td>£52.60</td> </tr> <tr> <td>16.</td> <td>17/06/24</td> <td>BES UTILITIES</td> <td>Monthly Utility charge for The Hub Direct Debit</td> <td>TBC</td> <td></td> <td>TBC</td> </tr> </tbody> </table>	No:	Date:	Name:	Reason:	Subtotal:	VAT:	Total:	1	01/06/24	Suffield Motors	Monthly storage	£120.00	£24.00	£144.00	2	21/05/24	LCC	Sid Rotation	£1000.00	£200.00	£1200.00	3	06/06/24	Drighlington Methodist Church	Room Hire – May 2024	£32.00		£32.00	4	10/04/24	Drighlington Methodist Church	Room Hire – March 2024	£32.00		£32.00	5	20/05/24	Drighlington Methodist Church	Room Hire – April 2024	£32.00		£32.00	6	04/06/24	YLCA	Cllr Training	£35.10		£35.10	7R	28/05/24	Gallagher	Annual Insurance	£956.51		£956.51	8	06/06/24	RBL	Wreath D-Day	£25.00		£25.00	9	31/05/24	Genesis Fire Limited	Fire Risk Assessment and hire of extinguishers	£295.00	£59.00	£354.00	10.	28/06/24	Jill Davis/Sanne Van Rijn	June 2024 Salaries	Confidential		Confidential	11.	17/06/24	Jill Davis	June 2024 Expenses	£187.99	£2.25	£190.24	12.	17/06/24	Cllr I Milomo	June Expenses 2024 D-DAY items	£42.45	£8.49	£50.94	13.	17/06/24	Cllr S Edwards	June Expenses 2024 D-Day items and Flag Pole Rope	£36.07	£5.08	£41.15	14.	17/06/24	Cllr C Edwards	June Expenses 2024 D-Day items	£8.33	£1.67	£10.00	15.	03/06/24	YLCA	Cllr/Clerk Training	£52.60		£52.60	16.	17/06/24	BES UTILITIES	Monthly Utility charge for The Hub Direct Debit	TBC		TBC
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		17.R	03/06/24	XLN	Monthly Broadband Charge Direct Debit	£35.74	£7.15	£42.89
					TOTAL	£2890.79	£307.64	£3198.43 Plus salaries and BES utility charge
16.		Date of The Next Meeting: 15th July 2024 @ 7.30pm in the Methodist Church Items for the Agenda – By the 5th of July 2024						
17.		Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at Meetings Act 1960. (The Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed) VOTE REQUIRED:						
18.		Employment Matters: a) For the council to consider approving the overtime for April 2024 b) For the council to consider approving the overtime for May 2024 c) For the consider to consider an employment matter- please see the supporting paper d) For the council to note the Clerk's annual leave						