



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

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Website: www.drighlingtonparishcouncil.gov.uk

Dated: 21st January 2026

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 in the Main Hall at Drighlington Methodist Church, King Street, BD11 1EL, on **the 26th of January 2026** to transact the business set out in the agenda.

Signed: Jill Davis

Jill Davis 21/01/2026

*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 PARISH COUNCIL MEETING

Ordinary Meeting of the Parish Council – Monday 26th January 2026 @ 7.00pm

A G E N D A

1.	Chairman's Opening Remarks:
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: a) For the council to note the following: Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.
4.	Dispensations for Disclosable Pecuniary Interests:
5.	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 15 th December 2025
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 invited guests and Leeds City Councillors. d) To receive reports from the Environmental Officer – December 2025.

7.		The Hub: a) For the clerk to update the council concerning the outdoor box and ratify the payment. b) For the council to note the British Gas Lite utility charge for the month £182.92 c) For the council to note that Genesis Fire Ltd have completed the Fire Extinguisher Service, Fire Alarm Service and the Emergency Lighting Service and to approve the payments as listed in item 16.
8.		Budget 2026/2027: a) For the council to consider approving the budget for 2026/2027 as recommended by the Finance Working Party on 12 th January 2026 b) For the council to consider approving the precept for 2026/2027 as recommended by the Finance Working Party on 12 th January 2026 c) For the council to consider approving the Earmarked Reserves for 2026/2027 d) For the council to consider approving the Chairperson and the Clerk to sign the precept return for 2026/2027
9.		Administration Matters: a) For the council to consider approving the Training & Development Policy
10.		Financial Matters: a) For the council to note that the recent by-election cost £8,675.22 b) For the council to ratify the payment of £371.98 – Genesis Fire Ltd new push bar and associated works for emergency fire door (financial regulations 5.18) c) For the council to ratify the payment of £35.93 – Jewson rock salt – in line with financial regulations 5.15/5.17 d) For the council to approve Jill Davis January 2026 expenses - £68.85 e) For the council to note the NatWest bank balance (06/12/2025 – 05/01/2026) £594.01 f) For the council to note the Redwood Savings Account bank balance, December 2025, £11,000 g) For the council to note Unity Trust Instant Access bank balance (01/01/2025 - 31/12/2025) £84,003.28 h) For the council to note Unity Trust T2 Current Account bank balance (01/01/2025 – 31/12/2025) £16,334.36 i) For the council to consider approving the bank reconciliation for December 2025 j) For the council to ratify the payment of £100.00 to kre8tiv (financial regulations 5.12iii) k) For the council to ratify the payment of £400.00 to Graham Sykes (financial regulations 5.15/5.17) l) For the council to ratify Cllr G Hughes expenses (financial regulations 5.12ii) £13.08 m) For the council to approve the transfer of £20,000 from the Unity Trust Instant Access account to the Unity Trust Current Account
11.		Planning Matters: (to the publication of the agenda) Planning Applications: to consider a response a) Planning application - 25/07412/FU/SW – 40, Coneycroft, Lumb Bottom. Drighlington. b) Planning application – 25/07331/FU/SW – 3, Hazel Chase. Drighlington. Bradford c) Planning application – 25/05630/FU/SW – Hotel, The Old Brickworks, Wakefield Road (determination date early February 2026) Planning Decisions: d) Grant of Full Planning Permission 09/01/2026 – 25/06441/FU – 33, Moorside Terrace, Drighlington. BD11 1HX e) Grant of Full Planning Permission 16/01/2026 – 25/05968/FU – 17, Moorside Gardens, Drighlington. BD11 1HZ f) Decision Notice Approval – 25/01315/COND – Nethertown, Old Lane, Drighlington. BD11 1LU. Planning Matters: g) For the council to note that the consultation on a revised National Planning Policy Framework closes on the 10 th March 2026 and consider any actions. h) For the council to note the draft summary comparison document concerning the National Planning Policy Framework (11.g)
12.		Reports: Committee's, Cllr's & Clerk: and to consider any actions a) For Cllrs M Hughes and Milomo to update the council concerning the defibrillators b) For the council to consider any actions from other Cllr reports. c) For the clerk to update the council concerning the vandalised picnic table d) For the clerk to inform the council of an email received from a MOP concerning continuing the path on Hodgson Lane to the end of West Lane. Email has been sent to Ward Cllrs and Leeds City Council e) For Cllr C Edwards to update the council concerning the Bleed Kits
13.		Parish Activities: a) For Cllrs Egan, M Hughes, Irving and Roebuck to provide an update on planting, cherry trees and planters, and for the council to consider any further actions. b) For the council to approve (dependent on the budget outcome) Cllr C Edwards and the clerk to progress with Phase 2 of the Play Area c) For Cllrs C Edwards and Parker to update the council concerning the Summer Gala, and for the council to consider any actions d) For the council to approve (dependent on the budget outcome) the Easter Egg hunt from the report by Cllr C Edwards and consider any actions. e) For Cllrs S Edwards and C Edwards to update the council concerning the bypass racing (if applicable).

		f) For Cllrs S Edwards and C Edwards to update the council concerning traffic calming measures and to consider any actions (if applicable). g) For the council to consider any actions concerning Litter Picks in the village (Cllr H Irving)																																																																																																																														
14.		<p>Financial Year 2025/2026:</p> <p>a) For the council to note the Key Register b) For the council to note the expenditure for Section 137 is £11.10 per elector c) For the council to consider mandating a councillor/ clerk to complete the annual Risk Assessment checks d) For the council to consider approving the draft Financial Risk Assessment 2025/2026 e) For the council to consider approving the draft Financial Regulations 2025/2026 f) For the council to approve the bank signatories for 2025/2026 g) For the council to approve Jill Davis Clerk/RFO as required under s151 of the Local Government Act 1972 (for d. financial administration) annual requirement.</p>																																																																																																																														
15.		<p>Receipt Matters: December 2025</p> <p>a) Unity Trust Instant Savings Account – Interest £481.99 b) Unity Trust Current Account: £260.00 Drighlington Community Library – Monthly rent £300.00 – Mark Sowards – Sponsorship of the Christmas tree £260.00 – Ward Cllr Finnigan – Hire of the PC's office £200.00 – Ward Cllrs Brown & Finnigan – Grant towards replacement picnic table £5951.56 – Leeds City Council – CIL payment c) For the council to ratify the transfer from Unity Trust Current Account to NatWest Current Account: £800.00 Defib pads</p>																																																																																																																														
16.		<p>Payments To consider approving (January 2026) R=Retrospective. The council may wish to consider approving the invoices en bloc</p> <table border="1"> <thead> <tr> <th>No:</th><th>Name:</th><th>Reason:</th><th>Subtotal:</th><th>VAT:</th><th>Total:</th></tr> </thead> <tbody> <tr> <td>1.R</td><td>Sorkin Brown Limited DD</td><td>January 2026 Rent</td><td>£500.00</td><td></td><td>£500.00</td></tr> <tr> <td>2.</td><td>Business Stream</td><td>Monthly Water Charge for the Hub January 2026</td><td>£20.29</td><td></td><td>£20.29</td></tr> <tr> <td>3.R</td><td>British Gas Lite DD</td><td>Monthly Utility payment The Hub</td><td>£174.21</td><td>£8.71</td><td>£182.92</td></tr> <tr> <td>4.R</td><td>XLN Daisy DD</td><td>Monthly DD payment December 2025 The Hub</td><td>£56.11</td><td>£11.22</td><td>£67.33</td></tr> <tr> <td>5.R</td><td>Unity Trust Bank - Automatic</td><td>Service Charge December 2025</td><td>£9.30</td><td></td><td>£9.30</td></tr> <tr> <td>6.</td><td>Jill Davis</td><td>January 2026 - Expenses</td><td>£68.85</td><td></td><td>£68.85</td></tr> <tr> <td>7.</td><td>Staff Salaries</td><td>January 2026</td><td>Redacted</td><td></td><td></td></tr> <tr> <td>8.</td><td>Pension Payments DD</td><td>January 2026</td><td>Redacted</td><td></td><td></td></tr> <tr> <td>9.</td><td>HMRC Payment</td><td>January 2026</td><td>£714.27</td><td></td><td>£714.27</td></tr> <tr> <td>10.R</td><td>Personnel Advice and Solutions Ltd</td><td>January 2026 payment</td><td>£150.00</td><td>£30.00</td><td>£180.00</td></tr> <tr> <td>11.R</td><td>HP Instant Ink – Automatic Payment</td><td>Monthly HP January payment</td><td>£5.41</td><td>£1.08</td><td>£6.49</td></tr> <tr> <td>12.</td><td>Leeds City Council</td><td>Christmas lights – Supply/installation/removal of the Christmas lights and sponsorship boards</td><td>£5205.00</td><td>£1041.00</td><td>£6246.00</td></tr> <tr> <td>13.R</td><td>Jewson</td><td>Rock Salt</td><td>£29.94</td><td>£5.99</td><td>£35.93</td></tr> <tr> <td>14.R</td><td>Turtle Engineering Ltd</td><td>12 Bleed Kits</td><td>£1080.00</td><td>£216.00</td><td>£1296.00</td></tr> <tr> <td>15.</td><td>Leeds City Council</td><td>By-election Cost</td><td>£8675.52</td><td></td><td>£8675.52</td></tr> <tr> <td>16.</td><td>Genesis Fire Ltd</td><td>The Hub- New push bar and associated works</td><td>£309.98</td><td>£62.00</td><td>£371.98</td></tr> <tr> <td>17.</td><td>Charlestown Ltd</td><td>Poppy Install</td><td>£150.00</td><td>£30.00</td><td>£180.00</td></tr> <tr> <td>18.</td><td>Genesis Fire Ltd</td><td>Fire/Emergency Service</td><td>£210.00</td><td>£42.00</td><td>£252.00</td></tr> <tr> <td>19.</td><td>Genesis Fire Ltd</td><td>Fire Extinguisher Service/Engineer charge</td><td>£110.00</td><td>£22.00</td><td>£132.00</td></tr> <tr> <td>20.</td><td>KRE8TIV</td><td>2nd Noticeboard</td><td>£345.00</td><td></td><td>£345.00</td></tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	January 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub January 2026	£20.29		£20.29	3.R	British Gas Lite DD	Monthly Utility payment The Hub	£174.21	£8.71	£182.92	4.R	XLN Daisy DD	Monthly DD payment December 2025 The Hub	£56.11	£11.22	£67.33	5.R	Unity Trust Bank - Automatic	Service Charge December 2025	£9.30		£9.30	6.	Jill Davis	January 2026 - Expenses	£68.85		£68.85	7.	Staff Salaries	January 2026	Redacted			8.	Pension Payments DD	January 2026	Redacted			9.	HMRC Payment	January 2026	£714.27		£714.27	10.R	Personnel Advice and Solutions Ltd	January 2026 payment	£150.00	£30.00	£180.00	11.R	HP Instant Ink – Automatic Payment	Monthly HP January payment	£5.41	£1.08	£6.49	12.	Leeds City Council	Christmas lights – Supply/installation/removal of the Christmas lights and sponsorship boards	£5205.00	£1041.00	£6246.00	13.R	Jewson	Rock Salt	£29.94	£5.99	£35.93	14.R	Turtle Engineering Ltd	12 Bleed Kits	£1080.00	£216.00	£1296.00	15.	Leeds City Council	By-election Cost	£8675.52		£8675.52	16.	Genesis Fire Ltd	The Hub- New push bar and associated works	£309.98	£62.00	£371.98	17.	Charlestown Ltd	Poppy Install	£150.00	£30.00	£180.00	18.	Genesis Fire Ltd	Fire/Emergency Service	£210.00	£42.00	£252.00	19.	Genesis Fire Ltd	Fire Extinguisher Service/Engineer charge	£110.00	£22.00	£132.00	20.	KRE8TIV	2 nd Noticeboard	£345.00		£345.00
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		21.	KRE8TIV	Installation/Materials of the 2 nd noticeboard	£100.00		£100.00	
		22.	Autela Payroll Services	Payroll Services Invoice Number 16380	£103.60	£20.72	£124.32	
		23.	Graham Sykes	Flag Stones – The Hub	£400.00		£400.00	
		24.R	George Hughes	Replacement parts for flag pole	£10.90	£2.18	£13.08	
		25.	Cartridge Save	Cartridge for Brother printer	£24.88	£4.97	£29.85	
				TOTAL	£18,474.51+	£1502.12+	£19,976.63	
17.		Date of the Next PC Meeting: Ordinary Meeting 16th of February 2026 @ 7.00pm in the Main Room at Drighlington Methodist Church. Cut-off Date for items: 7th of February 2026						
18.		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:						
19.		Community Hub: a) The council to consider any action concerning a Community Hub matter						