



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

Tel: 07984733352

Email: clerk@drighlingtonparishcouncil.gov.uk

Website: www.drighlingtonparishcouncil.gov.uk

Minutes of a Meeting of Drighlington Parish Council Ordinary Meeting Held at 7.00pm on Monday, 16th of February 2026 at Drighlington Methodist Church, Main Hall, Drighlington.

Councillors Present: S Edwards (Chairperson), C Edwards, Baxter, M Egan, G Hughes, M Hughes, Irving, Kidger, North, and Parker

Absent Councillors: Milomo and Roebuck

Officers: Jill Davis (Clerk/RFO)

Leeds City Councillors: Ward Councillor Robert Finnigan (from 7.37pm)

Other Attendees: 5 members of the public

1.	722/26	<p>Chairman's Opening Remarks:</p> <p>Cllr S Edwards opened the meeting at 7.00pm and welcomed everyone. Cllr S Edwards delivered the following report: Apologies for the change of room for this evening's meeting. Drighlington Brass Band are rehearsing for a competition, and the council wanted to give them every opportunity to practice. The weather has been horrendous over the past few weeks, keeping residents indoors. If you know of someone who lives alone, can you please visit them. No fire alarm tests planned, so please leave by the nearest exit should the fire alarm sound. Please put all mobile phones on silent.</p>
2.	723/26	<p>Apologies for Absence:</p> <p>a) To receive any apologies: Cllr Milomo – Knee operation Cllr Roebuck – Prior engagement</p> <p>b) To approve reasons for absence given by Councillors. Resolved. The council approved the absences.</p>
3.	724/26	<p>Declaration of Disclosable Pecuniary and Other Interests:</p> <p>None offered.</p>
4.	725/26	<p>Dispensations for Disclosable Pecuniary Interests:</p> <p>None requested.</p>
5.	726/26	<p>Minutes:</p> <p>a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 26th of January 2026. Resolved. The council approved the minutes.</p>
6.	727/26	<p>Public Participation:</p> <p>a) Representation from members of the public on the business of the agenda for the meeting. A member of the public stated that he was disappointed that no members of the council were going to the Drighlington Community Action/SOD meeting on 02/03/2026.</p>

		<p>The clerk informed the member of the public under item 10 that the information that he had provided was not accurate. The clerk had emailed the member of the public, explaining that three councillors were unable to attend and that the invitation for the meeting would be discussed by the council at the PC meeting this evening.</p> <p>b) To receive reports from the Police.</p> <p>The Police were in attendance and presented the following report:</p> <p>Two attempted robberies were reported involving a group of youths who had ordered taxis and subsequently attempted to rob the drivers upon arrival.</p> <p>One incident of theft was reported at the local Co-op</p> <p>One business burglary occurred at The Valley Inn, during which copper piping was stolen. The vehicle registration number obtained in connection with the incident was later confirmed to have been cloned.</p> <p>One attempted business burglary was reported at The Railway, involving an attempt to steal four barrels of cooking oil.</p> <p>One attempted residential burglary was reported on Dean Park Drive.</p> <p>One residential burglary was reported on Moorside Parade.</p> <p>Cllr Irving enquired whether there were opportunities for greater engagement between the Police and local Youth Services. The attending officer advised that when encountering groups of young people within the village, he makes a point of engaging with them directly.</p> <p>Cllr Parker raised a query regarding an incident of alleged criminal damage to a residential property. The attending officer confirmed that he would review the matter and provide an update in due course.</p> <p>The Police left the meeting at 7.14pm.</p> <p>c) To receive reports from invited guests and Leeds City Councillors.</p> <p>Ward Cllr Finnigan delivered the following report:</p> <p>Ward Cllr Brown is unable to attend this evening, due to being in hospital.</p> <p>No update on the Tong development.</p> <p>Safety Cameras – no further information, but Leeds City Council is considering the annual budget in a couple of weeks, and an amendment has been requested for additional funding for safety cameras in Drighlington and other wards.</p> <p>Temporary Safety Camera for the bypass – no further information.</p> <p>The crossing at Miller Homes is to be adjusted and will take place around March 2026.</p> <p>Miller Homes has been asked to remove the building rubbish from the estate. If not removed, Environmental notices will be served.</p> <p>Eight new litter bins have been secured for the village through funding.</p> <p>c)1 For the council to receive a report from Ward Cllr Finnigan concerning the recent Leeds Local Plan meeting</p> <p>Ward Cllr Finnigan delivered the following report:</p> <p>Significant points were raised concerning future housing regarding the Leeds Local Plan.</p> <p>The Green Belt is not appropriate for building</p> <p>The revised National Planning Policy Framework represents fundamental planning changes and is more nationally led than local.</p> <p>Building near railway stations could be favourable even on Green belt land.</p>
7.	728/26	<p>The Hub:</p> <p>a) For the council to note that the British Gas Lite utility charge for the month (09/01/2026 – 09/02/2026) is £602.94.</p> <p>The council noted the monthly charge.</p> <p>b) For the council to consider any actions concerning the utility charge.</p> <p>The Clerk advised the council that a supporting paper had been circulated in advance of the meeting in relation to this item. It was reported that between 12:00 noon on 6 February 2026 and 11:00am on 9 February 2026, a total of 163 electricity units had been consumed at the Hub, during a period when the building was largely closed. The associated cost for this usage was £41.68.</p> <p>The council discussed the matter with Cllr Baxter, who suggested that the installation of timers on the heaters may assist in reducing future energy expenditure.</p> <p>The Clerk further advised that Cllr Roebuck will investigate the matter and will report back to the Parish Council at the next meeting.</p> <p>Resolved. The council agreed to Cllr Roebuck investigating the heating issues.</p> <p>c) For the council to mandate Cllr Roebuck to research utility providers as the contract with British Gas Lite ends in August 2026.</p> <p>Resolved. The council approved for Cllr Roebuck to research utility providers.</p>
8.	729/26	<p>Administration Matters:</p> <p>a) For the council to consider approving the draft Safeguarding Policy.</p> <p>Resolved. The council approved the policy.</p> <p>b) For the council to consider approving the draft Donation Policy and application form.</p> <p>Resolved. The council approved the policy and application form.</p>

		<p>c) For the council to consider approving the draft Complaints procedure. Resolved. The council approved the complaints procedure.</p> <p>d) For the council to note that the ICO Model Publication Scheme was adopted by the council on 15 May 2023, and to consider approving the draft reviewed scheme. The council noted the item.</p>
9.	730/26	<p>Financial Matters:</p> <p>a) For the council to note that the Data Protection Fee of £52.00 will be paid by DD on 26/02/2026. The council noted the item.</p> <p>b) For the council to note the Unity Trust bank balance – Instant Access Account (01/01/2026 – 31/01/2026) £64,003.28. The council noted the item.</p> <p>c) For the council to note the Unity Trust bank balance – T2 Current Account (01/01/2026 - 31/01/2026) £16,213.63. The council noted the item.</p> <p>d) For the council to note the Redwood bank balance in January 2026, £11,000. The council noted the item.</p> <p>e) For the council to note the NatWest bank balance (06/01/2026-05/02/2026) £588.17. The council noted the item.</p> <p>f) For the council to note that £105.68 has been banked into NatWest on 04/02/2026 for the Yorkshire Air Ambulance donation from the Santa Sleigh collection. The council noted the item.</p> <p>g) For the council to consider approving the December 2025 bank reconciliation. Resolved. The council approved the bank reconciliation.</p> <p>h) For the council to consider approving Jill Davis February expenses of £45.87. Resolved. The council approved the expenses.</p> <p>i) For the council to ratify the Off to a Flying Start training for Cllr North £115.00 – 03/03/2026 face-to-face training. Resolved. The council ratified the training. Two members abstained.</p> <p>j) For the council to consider approving the January 2026 bank reconciliation. Resolved. The council approved the bank reconciliation.</p> <p>k) For the council to consider any actions from the invoice received from Leeds City Council, £2,965.62. The clerk informed the council of the following: An invoice had been received from Leeds City Council. This was for a contribution towards the installation of Drighlington Park bottle bank dated 27/07/2023. Leeds City Council has been asked for further information. The clerk requested that the item be deferred until further information has been received. Resolved. The council deferred the item.</p>
10.	731/26	<p>Planning Matters: (to the publication of the agenda)</p> <p>a) Planning Applications: to consider a response a)No applications.</p> <p>b) Planning Decisions: b) Grant of full planning permission – 29/01/2026 25/06353/FU 75, Kingsdale Gardens, Drighlington. BD11 1EZ.</p> <p>c) Planning Matters:</p> <p>10.c1) For the council to consider any actions from the Spatial Development Framework. The consultation runs from 29/01/2026 to 12/03/2026. The clerk informed the council of the framework and the consultation. Resolved. The council approved Cllrs Egan and Roebuck to reply to the consultation.</p> <p>10.c2) For the council to consider any actions from the Leeds Local Plan Next Steps and overview paper. The clerk informed the council of the following: Leeds City Council has produced a Leeds Local Plan Next Steps document. The document has been uploaded to the website, the planning tab on the website has been updated, and the document has been placed on the noticeboards. An overview of the document has been circulated to members and uploaded to the website. Leeds City Council has confirmed that the timeline has been amended and the consultation concerning the potential sites will take place in November. Leeds City Council have confirmed that a member of the planning team will attend a PC meeting concerning the Leeds Local Plan. The date to be confirmed. There were no actions required by the council.</p> <p>10.c3) For the council to note the consultation supporting paper for the National Planning Policy Framework document, December 2025. The council noted the item.</p>

		<p>10.c4) For the council to receive the consultation responses to the National Planning Policy Framework document December 2025, and consider any actions.</p> <p>The clerk informed the council that two sets of responses have been drafted for consideration. One being a neutral response and the other being a parish-led response based on the Parish Council's formal response to the potential Leeds Local Plan in 2025.</p> <p>Resolved. The council approved for the consultation to be actioned with the parish-led responses. Clerk to action.</p> <p>10.c5) For the council to note the invitation from Drighlington Community Action and Save Our Drig meeting on the 2nd of March 2026 and consider any further actions.</p> <p>The Clerk informed the council of the invitation that had been received.</p> <p>The Council considered the matter in detail and discussed whether it would be appropriate to appoint a formal representative to attend on behalf of the council, or whether individual members who wished to do so could attend in a personal capacity, without representing the council or expressing any formally agreed Parish Council position. In reaching its decision, the council further discussed that no Planning Committee is currently constituted and that a representative of the Leeds City Council Planning Team is due to attend a PC meeting to discuss matters relating to the Leeds Local Plan. The council questioned whether attendance in an official capacity is required at this stage.</p> <p>Following the discussion and having considered the need to ensure clarity of representation, it was Resolved: That the council will not appoint a representative to attend the meeting.</p> <p>Cllr North informed the council that he would be attending in his capacity as a member of the SOD Committee.</p>
11.	732/26	<p>Reports: Committee's, Cllr's & Clerk: and to consider any actions</p> <p>a) For Cllrs M Hughes and Milomo to update the council concerning the defibrillators.</p> <p>Cllr M Hughes informed the council that there had been no call-outs during the month, and all the monthly checks will be completed within the next couple of days.</p> <p>b) For the council to consider any actions from other Cllr reports.</p> <p>No reports.</p> <p>c) For Cllr Egan to provide an update concerning the school hedge.</p> <p>Cllr Egan provided the following information:</p> <p>Waiting for an update from the school, as there is a team in place that not only cuts the school's hedge but also cuts the hedge of other schools.</p> <p>The hedge should be cut twice a year.</p> <p>A further site visit is needed, and will be chased.</p> <p>d) For Cllr C Edwards to update the council concerning the Bleed Kits.</p> <p>Cllr C Edwards provided the following information:</p> <p>The twelve bleed kits have arrived and will be distributed this week.</p> <p>The information on the locations will be uploaded to the council's Facebook page and placed on the noticeboards.</p> <p>e) For Cllr S Edwards to inform the council of an email received concerning Adwalton Common.</p> <p>Cllr S Edwards informed the council of an email received from the Lord of the Manor concerning a request to metal detect on the common. The Lord of the Manor had requested the council's thoughts on the matter.</p> <p>The council discussed the email and agreed that the common was an important part of the village's history and should remain as it is, an open space enjoyed by all. Cllr S Edwards minuted a thank you to the Lord of the Manor in asking the views of the council. Cllr S Edwards will reply to the email</p>
12.	733/26	<p>Parish Activities:</p> <p>a) For the planting team to update the council and consider any actions from the update.</p> <p>Cllr Irving provided the following information:</p> <p>There has been little activity due to the weather, and the planning for spring is taking place.</p> <p>The garden contractor will be removing the Christmas tree this week and will be working in the Quiet Garden in the next couple of weeks in preparation for the spring.</p> <p>b) For Cllr C Edwards to give an update concerning Phase 2 of the play area.</p> <p>Cllr C Edwards informed the council that Ward Cllr Finnigan has emailed Leeds City Council to request moving forward as quickly as possible. Further updates to follow.</p> <p>c) For Cllrs C Edwards and Parker to update the council concerning the Summer Gala, and for the council to consider any actions.</p> <p>Cllr C Edwards updated the council. The two parties are still in discussion and are meeting in February to discuss it further. Further updates to follow.</p> <p>d) For Cllr C Edwards to update the council concerning the Easter Egg Hunt and approve the budget of £500.00 and consider any further actions.</p> <p>Cllr C Edwards and Cllr Parker informed the council of the following:</p> <p>It was confirmed that the event will take place on Saturday, 4 April. The council were advised that Drighlington Community Sports Club has kindly agreed to waive the room hire fee for the day of the event, which was noted with appreciation.</p>

		<p>The Cllrs further reported that a meeting is scheduled for early March with a representative of the Drig Events Committee, who has offered assistance in supporting the planning of the event.</p> <p>Cllr Parker confirmed that she is coordinating the procurement of Easter eggs to ensure adequate provision for attendees.</p> <p>Cllr C. Edwards formally recorded thanks to Cllr Parker for her work in producing promotional Easter-themed reels to publicise the event.</p> <p>Resolved. That a budget allocation of £500.00 be approved for the delivery of the Easter Egg Hunt event.</p> <p>e) For Cllrs S Edwards and C Edwards to update the council concerning the bypass racing (if applicable). No information at the moment. Cllr S Edwards will update the council when information is available.</p> <p>f) For Cllrs S Edwards and C Edwards to update the council concerning traffic calming measures and to consider any actions (if applicable). No information at the moment. Cllr S Edwards will update the council when information is available.</p> <p>g) For the council to consider any actions concerning and costs for the Litter Picks in the village (Cllr H Irving). No information at the moment. Cllr Irving will update the council when information is available.</p> <p>h) For the council to consider the draft Terms of Reference for the Littering Awareness & Litter Pick Working Party. Resolved. The council approved the Terms of Reference.</p> <p>i) For the council to consider the locations of the 8 new litter bins from the funding secured by Ward Cllrs Cllr S Edwards informed the council of the eight new litter bins that had been secured through funding secured by Ward Cllrs Finnigan and Brown. Cllr S Edwards asked the council to email the clerk with suggested locations for discussion at the March meeting.</p>																																																																																				
13.	734/26	<p>Financial Year 2025/2026:</p> <p>a) For the council to consider approving the Standing Orders. The item was deferred.</p>																																																																																				
14.	735/26	<p>Receipt Matters: January 2026</p> <p>02/01/2026 – Drighlington Community Library £260.00 monthly rent. 13/01/2026 – Hiscox £1013.00 insurance settlement for the picnic table in the park. 28/01/2026 – Transfer from the Unity Trust Instant Access Account – Unity Trust Current Account - £20,000.</p>																																																																																				
15.	736/26	<p>Payments To consider approving (February 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>February 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 February 2026</td> <td>£17.47</td> <td></td> <td>£17.47</td> </tr> <tr> <td>3.R</td> <td>British Gas Lite DD</td> <td>Monthly Utility payment The Hub</td> <td>£502.45</td> <td>£100.49</td> <td>£602.94</td> </tr> <tr> <td>4.R</td> <td>XLN Daisy DD</td> <td>Monthly DD payment -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 January 2026</td> <td>£9.30</td> <td></td> <td>£9.30</td> </tr> <tr> <td>6.</td> <td>Jill Davis</td> <td>February 2026 - Expenses</td> <td>£45.87</td> <td></td> <td>£45.87</td> </tr> <tr> <td>7.</td> <td>Staff Salaries</td> <td>February 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>Pension Payments DD</td> <td>February 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>9.</td> <td>HMRC Payment</td> <td>February 2026</td> <td>TBC</td> <td></td> <td>TBC</td> </tr> <tr> <td>10.R</td> <td>Personnel Advice and Solutions Ltd</td> <td>February 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>£20.81</td> <td>£4.08</td> <td>£24.89</td> </tr> <tr> <td>12.</td> <td>Yorkshire Air Ambulance (from the NatWest Account)</td> <td>Donation from the Santa Sleigh collection</td> <td>£105.68</td> <td></td> <td>£105.68</td> </tr> <tr> <td>13.</td> <td>ICO - DD</td> <td>Data Protection Fee</td> <td>£52.00</td> <td></td> <td>£52.00</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	February 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub February 2026	£17.47		£17.47	3.R	British Gas Lite DD	Monthly Utility payment The Hub	£502.45	£100.49	£602.94	4.R	XLN Daisy DD	Monthly DD payment -The Hub	£56.11	£11.22	£67.33	5.R	Unity Trust Bank - Automatic	Service Charge January 2026	£9.30		£9.30	6.	Jill Davis	February 2026 - Expenses	£45.87		£45.87	7.	Staff Salaries	February 2026	Redacted			8.	Pension Payments DD	February 2026	Redacted			9.	HMRC Payment	February 2026	TBC		TBC	10.R	Personnel Advice and Solutions Ltd	February 2026 payment	£150.00	£30.00	£180.00	11.R	HP Instant Ink – Automatic Payment	Monthly HP January payment	£20.81	£4.08	£24.89	12.	Yorkshire Air Ambulance (from the NatWest Account)	Donation from the Santa Sleigh collection	£105.68		£105.68	13.	ICO - DD	Data Protection Fee	£52.00		£52.00
No:	Name:	Reason:	Subtotal:	VAT:	Total:																																																																																	
1.R	Sorkin Brown Limited DD	February 2026 Rent	£500.00		£500.00																																																																																	
2.	Business Stream	Monthly Water Charge for the Hub February 2026	£17.47		£17.47																																																																																	
3.R	British Gas Lite DD	Monthly Utility payment The Hub	£502.45	£100.49	£602.94																																																																																	
4.R	XLN Daisy DD	Monthly DD payment -The Hub	£56.11	£11.22	£67.33																																																																																	
5.R	Unity Trust Bank - Automatic	Service Charge January 2026	£9.30		£9.30																																																																																	
6.	Jill Davis	February 2026 - Expenses	£45.87		£45.87																																																																																	
7.	Staff Salaries	February 2026	Redacted																																																																																			
8.	Pension Payments DD	February 2026	Redacted																																																																																			
9.	HMRC Payment	February 2026	TBC		TBC																																																																																	
10.R	Personnel Advice and Solutions Ltd	February 2026 payment	£150.00	£30.00	£180.00																																																																																	
11.R	HP Instant Ink – Automatic Payment	Monthly HP January payment	£20.81	£4.08	£24.89																																																																																	
12.	Yorkshire Air Ambulance (from the NatWest Account)	Donation from the Santa Sleigh collection	£105.68		£105.68																																																																																	
13.	ICO - DD	Data Protection Fee	£52.00		£52.00																																																																																	

		14.R	Amazon	Stationery	£32.00	£6.41	£38.41- 0.60p funded by Amazon = £37.81
		15.R	Amazon	Ropes for flagpoles	£11.64	£2.34	£13.98 – 0.69p funded by Amazon = £13.29
		16.	Leeds City Council (depending on the outcome 9.k)	Contribution towards Drighlington Park bottle bank installed 27/07/2023	£2965.62		£2965.62
				TOTAL	£4468.95+	£154.54	£4622.20+ £1.29 difference due to the Amazon discount.
		Resolved. Items 1–15 were approved for payment. Clerk to organise. Deferred. Item 16.					
16.	737/26	Date of the Next PC Meeting: Ordinary Meeting 16th of March 2026 @ 7.00pm in the Main Room at Drighlington Methodist Church. Cut-off Date for items: 7th of March 2026.					

With no further business to transact, Cllr S Edwards thanked everyone for attending and closed the meeting at 8.20pm.

Signed: Cllr S Edwards

Dated: 16th March 2026

The minutes were approved by the Parish Council at the PC meeting held on the 16th March 2026.