



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

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

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

Absent Councillors: Milomo

Officers: Jill Davis (Clerk/RFO)

Leeds City Councillors: Ward Councillor Robert Finnigan (from 7.28pm)

Other Attendees: 15 members of the public
2 Police Officers

1.	738/26	<p>Chairman's Opening Remarks: Cllr S Edwards opened the meeting at 7.00pm and welcomed everyone. Cllr S Edwards delivered the following report: Asked for mobile phones to be switched to silent. Thank you to a member of the public who had alerted the PC concerning a knife that had been left in an open space in the village. The knife was removed and taken to the local Police Station. Wishing members of the community and council a Happy Easter.</p>
2.	739/26	<p>Apologies for Absence: a) To receive any apologies: Cllr Milomo – recovering from a knee operation. b) To approve reasons for absence given by Councillors. Resolved. The council approved the absence.</p>
3.	740/26	<p>Declaration of Disclosable Pecuniary and Other Interests: None offered.</p>
4.	741/26	<p>Dispensations for Disclosable Pecuniary Interests: None requested.</p>
5.	742/26	<p>Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 16th February 2026. Resolved. The council approved the minutes.</p>
6.	743/26	<p>Public Participation: a) Representation from members of the public on the business of the agenda for the meeting. Cllr S Edwards informed the members of the public that the item concerning Moor Top would be discussed when Ward Cllr Finnigan was in attendance, as he has been involved with the ongoing concerns. A member of the public raised a concern regarding how the roses had been cut in the Quiet Garden. Cllr S Edwards noted the comment. b) To receive reports from the Police. PC Stephenson and PC Taylor were in attendance and provided the following update:</p>

		<p>Crime data is currently reported for the wider Morley area, with no specific breakdown available for Drighlington. Reported incidents include:</p> <p>One burglary. Three robberies. An increase in thefts from motor vehicles. An increase in shop thefts, including the White Rose Shopping Centre.</p> <p>It was noted that further information regarding the Co-op in Drighlington would be provided at future Parish Council meetings.</p> <p>There have been no reports of illegal racing on the Bypass. However, the Police intend to deploy drones, where available, to monitor and respond to any such incidents.</p> <p>Residents were reminded to make use of the Police contact point held at the Hub on scheduled dates.</p> <p>A member of the public raised concerns regarding police activity on Kingsway in February. PC Stephenson confirmed that investigations are ongoing and reassured those present that there is no wider risk to public safety. Concerns were also raised regarding speeding in the vicinity of The Manor and along Station Road.</p> <p>PC Stephenson advised that PCSOs will be undertaking speed monitoring in these areas in due course.</p> <p>Members of the public highlighted issues of anti-social behaviour within the village. PC Stephenson encouraged all incidents to be reported, emphasising that policing priorities are intelligence-led and reliant on data provided by the community.</p> <p>A member of the public raised ongoing concerns regarding activities at the Drakes Factory, including reports of pigeon shooting and the use of forklift trucks on the public highway. PC Stephenson confirmed that these matters would be investigated and that he would liaise directly with the resident.</p> <p>Cllr Egan enquired about the possibility of arranging a Bike Marking Day. PC Stephenson agreed to explore this and will report back to the PC with a date.</p> <p>Cllr S. Edwards thanked the Police for their attendance. The Police left the meeting at 7:24 pm.</p> <p>c) To receive reports from invited guests and Leeds City Councillors.</p> <p>Ward Cllr Finnigan provided the following update:</p> <p>Works to the pedestrian crossing on King Street are scheduled to be undertaken within the current month.</p> <p>There are no further updates at this time regarding the Tong development in Bradford.</p> <p>An application has been submitted to the Outer South Committee for a grant of £3,000 to support Phase 2 of the Parish Council Play Area project. A decision is awaited.</p>
7.	744/26	<p>The Hub:</p> <p>a) For the council to note the British Gas Lite utility charge for the month of £427.50.</p> <p>The council noted the utility charge.</p> <p>b) For Cllr Roebuck to update the council on the heating, and for the council to consider any further actions, which includes the email provided by Cllr North.</p> <p>Cllr Roebuck reported the following:</p> <p>The Hub heaters were reprogrammed on 11 March, with support provided by Genesis Fire, the original installers. Half-hourly meter readings have been requested from British Gas Lite to better understand energy usage when the Hub is closed.</p> <p>The bathroom heater is currently operating continuously (24 hours per day) and is scheduled to be reprogrammed within the next couple of weeks.</p> <p>Energy usage is being monitored.</p> <p>A monthly update on heating and energy consumption will be provided.</p> <p>The contract with British Gas Lite is up for renewal in August, and suppliers will be researched and report back to the PC in due course.</p> <p>Cllr Baxter advised that, having reviewed previous invoices, the costs appear consistent with running approximately ten heaters for a building of this size.</p> <p>The clerk recorded the council's thanks to Genesis Fire for their assistance with the reprogramming, which was provided free of charge.</p> <p>c) For the council to consider any action from the broadband information provided by Cllr Roebuck.</p> <p>Cllr Roebuck informed the council that she is researching the broadband information and will report back to the council in due course.</p>
8.	745/26	<p>Administration Matters:</p> <p>a) For the council to consider approving the licence with Drighlington Methodist Church, and the clerk and Chairperson to sign.</p> <p>Cllr Roebuck raised a query regarding the Safeguarding Policy of Drighlington Methodist Church. It was agreed that the clerk would liaise with the Church to seek clarification.</p> <p>Resolved: The council approved the licence, and approved for the Chairperson and clerk to sign the lease.</p> <p>b) For the council to consider approving the Data Protection Policy.</p> <p>Resolved. The council approved the motion with an amendment.</p>

		<p>c) For the council to note the email received from Drighlington Methodist Church concerning security procedures. The council noted the email.</p> <p>d) For the council to note that the YLCA training calendar from April to September will be circulated for consideration at the April meeting. The council noted the item.</p> <p>e) For the council to consider approving the updated General Privacy Notice. Resolved. The council approved the motion.</p> <p>f) For Cllr North to provide feedback from the recent Off to a Flying Start training. Cllr North reported the following: The training was well attended with 16 delegates in attendance. The trainer kept everyone's attention and was a useful aid for councillors. Further information to follow in due course.</p>
9.	746/26	<p>Financial Matters:</p> <p>a) For the council to consider approving Delegated Authority to the clerk for any further invoices that may need to be paid before the end of the financial year 31 March 2026. Resolved. The council the motion.</p> <p>b) For the council to note the Unity Trust bank balance – Instant Access Account 01/02/2026 - 28/02/2026 - £64,003.28. The council noted the bank balance.</p> <p>c) For the council to note the Unity Trust bank balance – T2 Current Account 01/02/2026 – 28/02/2026 – £10,367.70 The council noted the bank balance.</p> <p>d) For the council to note the Redwood bank balance for February 2026, £11,000. The council noted the bank balance.</p> <p>e) For the council to note the NatWest bank balance £1376.00. The council noted the bank balance.</p> <p>f) For the council to note the NatWest bank charges £2.99. The council noted the NatWest Bank charge.</p> <p>g) For the council to consider approving Jill Davis March 2026 expenses £68.85. Resolved. The council approved the motion.</p> <p>h) For the council to consider approving the February 2026 bank reconciliation. Resolved. The council approved the motion.</p> <p>i) For the council to consider any actions from the invoice received from Leeds City Council, £2,965.62. The council discussed the item and agreed to defer to the April meeting.</p> <p>j) For the council to note the circulation of the NatWest Bank Statements. The council noted the item.</p> <p>k) For the council to ratify invoice 3600 for £350.00 (Financial Regulations 5.15) RFO in connection with the Chairperson. Resolved. The council ratified the payment.</p>
10.	747/26	<p>Planning Matters: (to the publication of the agenda)</p> <p>a) Planning Applications:</p> <p>a.1) Planning Application – 26/00560/FU/SW Enlargement of detached garage to form double garage. Resolved. The council supports the application with no comments.</p> <p>a.2) Planning Application – 26/01039/FU/SW Construction of single -storey rear extension for use as additional occupancy to care home with associated landscaping. Resolved. The council supports the extension to the care home in principle as it provides more nursing care spaces. However, the council are concerned about the following issues relating to this development: Leeds City Council contaminated land team have been consulted, and they have confirmed that potentially there is contaminated land on the site. A phase 1 desk study must therefore be completed. The Coal Authority has stated records indicate that within the application site and surrounding area, there are coal mining features and hazards, which need to be considered as part of this planning application. Specifically, there is mention of probable shallow coal mine workings and that any voids and broken/disturbed ground associated with such workings can pose a risk of ground instability and may give rise to the emission of mine gases. This is of concern because of the impact on residents in the surrounding properties. This is a substantial development, and by 19th March, there were 10 objections. Whilst the detail of those objections are unknown, the Parish Council is concerned about the impact on local residents in the direct area opposite and next to the existing site, during and after the works are completed. Should this project go ahead, the Parish Council would urge the planning applicant to communicate regularly and sensitively with residents.</p> <p>b) Planning Decisions: No decisions received.</p>

		<p>c) Planning Matters:</p> <p>c.1) For the clerk to update the council with an email received from Leeds City Council concerning the Leeds Local Plan. The clerk informed the council that Leeds City Council Local Plan team are happy to attend a PC meeting. The PC meeting is potentially the July or August PC meeting.</p> <p>c.2) For the clerk to inform the council that the NPPF consultation responses and the MASS Transit consultation have been sent and a confirmation has been received. The clerk informed the council that the NPPF consultation responses and the MASS Transit consultation have been sent and a confirmation has been received.</p>
11.	748/26	<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. Cllr M Hughes informed the council that there have been no issues for the month and the monthly defibrillator checks will be actioned in the coming days.</p> <p>b) For the council to consider any actions from other Cllr reports. No reports.</p> <p>b.1) For the council to consider any actions from the information received concerning Moor Top (Cllr C Edwards). Several residents of Moor Top raised concerns regarding operations at the Sonno Factory (formerly Drakes). When Drakes operated the site, working hours were typically Monday to Friday, 7:30am to 6:00pm, and were generally considered to be mindful of nearby residents. Following the closure of Drakes approximately 4.5 years ago, a new company has taken over the premises. Residents reported a significant increase in traffic, particularly heavy goods vehicles (HGVs) loading and unloading, which is giving rise to public safety concerns due to the absence of a public footpath. It was further noted that the factory is now operating on a 24-hour basis. Additional concerns raised included the use of forklift trucks on the public highway, oil spills not being cleared, and reports of pigeon shooting taking place on site. The local Member of Parliament has been made aware of these issues. Residents also highlighted the need for repairs to the road surface. Ward Councillor Finnigan advised that the matters raised fall under the remit of several departments within Leeds City Council, as well as the Lord of the Manor, given that the road is privately owned. Cllr C Edwards proposed that a site visit be arranged, together with a meeting involving residents and relevant stakeholders. Resolved: That a site visit be arranged involving residents, Ward Cllr Finnigan, representatives of Leeds City Council, and Cllr C Edwards. Ward Cllr Finnigan and Cllr C Edwards to make the necessary arrangements. Resolved: That a separate meeting be arranged with residents, Ward Cllr Finnigan, representatives of Leeds City Council, and Cllr C Edwards. Ward Cllr Finnigan and Cllr C Edwards to make the necessary arrangements.</p> <p>c) For the council to consider any actions from the clerk's report. The clerk informed the council of the following: A request has been received from Drighlington Community Library for the blue picnic table currently stored at the Hub to be relocated to the front grassed area, to enable public use. The manufacturer has provided an appropriate fixing kit for the installation of the picnic table. Subject to suitable weather conditions, the picnic table will be installed on Easter Saturday.</p>
12.	749/26	<p>Parish Activities:</p> <p>a) For the planting team to update the council and consider purchasing plants to the value of £350.00 via the PC's debit card if required. Cllr Irving provided the following update: Thanked council members who have been tidying the plants and planters around the village. Discussions with Tong Garden Centre are ongoing. There will be more to report at the April PC meeting. Resolved. The council approved the purchase of the spring plants to the value of £350.00 via the PC's debit card. Cllr Irving to liaise with the clerk.</p> <p>b) For Cllr C Edwards/clerk to give an update concerning Phase 2 of the play area. The clerk provided the following report: There is a meeting planned with Ward Cllrs, Leeds City, Cllr C Edwards and the clerk on the 17th of March to discuss the next steps with phase 2. Ward Cllr Finnigan has requested a Grant of £3000.00 from the Outer South Committee Leeds City Council to be approved for Drighlington Parish towards the cost of phase 2. The clerk will update the council when a decision has been finalised.</p> <p>c) For Cllr C Edwards to update the council concerning the Summer Gala, and for the council to consider any actions. Cllr C Edwards provided the following report: The two interested parties could not reach an agreement. and one of the parties has withdrawn their interest.</p>

		<p>Alternative organisations have been approached however; there has been no interest. Cllr Kidger suggested that he research opportunities. Resolved. The council approved Cllr Kidger to research other opportunities and to report back at the April meeting.</p> <p>d) For Cllr C Edwards to provide an update to the council regarding the Easter Egg Hunt and for the council to consider any further actions required, including authorising the RFO to make the necessary purchases in connection with the event using the PC's debit card. Cllr C Edwards provided the following report: The event is being organised. The room has been booked at the Community Sports Club and was free of charge to the Parish Council. The Easter eggs are being ordered Timings will be emailed in due course. Resolved. The council approved for the RFO to make the purchases for the Easter Egg hunt using the PC's debit card.</p> <p>e) For Cllrs S Edwards and C Edwards to update the council concerning the bypass racing (if applicable). Cllr S Edwards informed the council that there were presently no updates.</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). Cllr S Edwards informed the council that there were presently no updates.</p> <p>g) For the council to consider any actions concerning the membership of the working party and costs for the Litter Picks in the village (Cllr H Irving). The council deferred the item.</p> <p>h) For the council to consider the locations of the 8 new litter bins from the funding secured by Ward Cllrs. The council discussed the item and approved an amendment as suggested by Cllr Irving. Clerk to email Ward Cllr Finnigan with the information.</p> <p>i) For the council to consider any action from the supporting paper concerning a request from Drighlington WI. The council deferred the item.</p> <p>j) To consider the cleaning and maintenance of the outdoor gym equipment. If agreed, to consider making a budget provision within the 2026/2027 budget and to invite suggestions for suitable contractors (Cllr C Edwards). The council deferred the item.</p> <p>k) For the Council to consider approving Cllr Parker to investigate providers who may be able to deliver free first aid training courses within the village. Resolved. The council approved Cllr Parker's request. Cllr Parker will report back to the council in due course.</p>
13.	750/26	<p>Financial Year 2025/2026:</p> <p>a) For the council to note the Assertion 10 checklist and consider any actions. The council noted the Assertion 10 checklist and no further actions were considered.</p> <p>b) For the council to approve the Parish Clerk as the Data Processor for 2025/2026. Resolved. The council approved the clerk as the Data Processor for 2025/2026.</p> <p>c) For the council to approve the updated Privacy Policy & Privacy Notice (website). Resolved. The council approved the motion.</p> <p>d) For the council to consider approving the Asset Register for 2025/2026. The clerk to minute a thank you to Cllrs Roebuck and M Hughes for supporting with the checks. The clerk requested the council approve the asset register for 2025/2026. Resolved. The council approved the request. The clerk thanked Cllrs M Hughes and Roebuck for completing the checks on the asset register. The clerk explained that the annual insurance review would be taking place at the April PC meeting, and the asset register for 2026/2027 would be reviewed then.</p> <p>e) For the council to approve removing the parking post from the asset register. The council deferred the item.</p> <p>f) For the council to consider approving the Standing Orders for 2025/2026. Resolved. The council approved the Standing Orders.</p> <p>g) For the council to note that Cllr Parker has verified the following Bank Statements for the 2025/2026 against the payments and receipts. NatWest Bank. Unity Trust Current Account. Unity Instant Access Account. The council noted the item.</p> <p>h) For the council to note that Cllr C Edwards has verified the bank reconciliations for 2025/2026.</p>

		The council noted the item. i) For the council to note that Cllr C Edwards has verified the Redwood Bank Statements for 2025/2026. The council noted the item.																																																																																																																		
14.	751/26	Receipt Matters: February 2026 02/02/2026 – Drighlington Community Library - £260.00 monthly rent 23/2/2026 – To ratify the transfer from the Unity Trust current account to the NatWest current account - £900.00 The council noted the receipts and ratified the payment.																																																																																																																		
15.	752/26	Payments To consider approving (March 2026) R=Retrospective. The council may wish to consider approving the invoices en bloc <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>March 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 March 2026</td> <td>£15.79</td> <td></td> <td>£15.79</td> </tr> <tr> <td>3.R</td> <td>British Gas Lite DD</td> <td>Monthly Utility payment for the Hub</td> <td>£356.25</td> <td>£71.25</td> <td>£427.50</td> </tr> <tr> <td>4.R</td> <td>XLN Daisy DD</td> <td>Monthly DD payment March 2026 The Hub</td> <td>£60.10</td> <td>£12.02</td> <td>£72.12</td> </tr> <tr> <td>5.R</td> <td>Unity Trust Bank - Automatic</td> <td>Service Charge 2026</td> <td>£9.45</td> <td></td> <td>£9.45</td> </tr> <tr> <td>6.</td> <td>Jill Davis</td> <td>March 2026 - Expenses</td> <td>£68.85</td> <td></td> <td>£68.85</td> </tr> <tr> <td>7.</td> <td>Staff Salaries</td> <td>March 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>Pension Payments DD</td> <td>March 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>9.</td> <td>HMRC Payment</td> <td>March 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>10.R</td> <td>Personnel Advice and Solutions Ltd</td> <td>March 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 February payment</td> <td>£5.41</td> <td>£1.08</td> <td>£6.49</td> </tr> <tr> <td>12.</td> <td>Earth Anchors</td> <td>Invoice EA42852/EA42853 Replacement picnic table</td> <td>£774.00</td> <td>£154.80</td> <td>£928.80</td> </tr> <tr> <td>13.</td> <td>Drighlington Methodist Church</td> <td>Room Hire Invoice -0920</td> <td>£40.00</td> <td></td> <td>£40.00</td> </tr> <tr> <td>14.</td> <td>Leeds Health Solutions</td> <td>Invoice 3600 Employment matter</td> <td>£350.00</td> <td></td> <td>£350.00</td> </tr> <tr> <td>15.</td> <td>YLCA</td> <td>Invoice 5349</td> <td>£115.00</td> <td></td> <td>£115.00</td> </tr> <tr> <td>16.</td> <td>NatWest</td> <td>NatWest Bank Charges 31/01/2026 – 27/02/2026</td> <td>£2.99</td> <td></td> <td>£2.99</td> </tr> <tr> <td>17.</td> <td>DSA Gardening</td> <td>Invoice 0009</td> <td>£267.50</td> <td></td> <td>£267.50</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>£2715.34</td> <td>£269.15</td> <td>£2984.49</td> </tr> </tbody> </table> <p>Resolved. The council approved items 1 -17 to be paid. Clerk to action.</p>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	March 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub March 2026	£15.79		£15.79	3.R	British Gas Lite DD	Monthly Utility payment for the Hub	£356.25	£71.25	£427.50	4.R	XLN Daisy DD	Monthly DD payment March 2026 The Hub	£60.10	£12.02	£72.12	5.R	Unity Trust Bank - Automatic	Service Charge 2026	£9.45		£9.45	6.	Jill Davis	March 2026 - Expenses	£68.85		£68.85	7.	Staff Salaries	March 2026	Redacted			8.	Pension Payments DD	March 2026	Redacted			9.	HMRC Payment	March 2026	Redacted			10.R	Personnel Advice and Solutions Ltd	March 2026 payment	£150.00	£30.00	£180.00	11.R	HP Instant Ink – Automatic Payment	Monthly HP February payment	£5.41	£1.08	£6.49	12.	Earth Anchors	Invoice EA42852/EA42853 Replacement picnic table	£774.00	£154.80	£928.80	13.	Drighlington Methodist Church	Room Hire Invoice -0920	£40.00		£40.00	14.	Leeds Health Solutions	Invoice 3600 Employment matter	£350.00		£350.00	15.	YLCA	Invoice 5349	£115.00		£115.00	16.	NatWest	NatWest Bank Charges 31/01/2026 – 27/02/2026	£2.99		£2.99	17.	DSA Gardening	Invoice 0009	£267.50		£267.50			TOTAL	£2715.34	£269.15	£2984.49
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16.	753/26	Date of the Next PC Meeting: Ordinary Meeting 20th April 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church. Cut-off Date for items: 11th of April 2026																																																																																																																		
17.	754/26	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: The council approved the request																																																																																																																		
18.	755/26	Annual Parish Meeting: a) For the council to consider approving the nominations concerning the Community Awards Community Awards – deferred until the April PC meeting Drighlington Nominates Its Own – The council approved for the award to be run again this year. The award is to be advertised from the end of March.																																																																																																																		

	b) For the council to consider any other actions concerning the Annual Parish Meeting The council deferred. To be discussed at the April PC meeting.
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With no further business to transact, Cllr S Edwards thanked everyone for attending and closed the meeting at 9.13pm

Signed: Cllr S Edwards

Dated: 20 April 2026

The Parish Council approved the minutes at a PC meeting held on 20 April 2026