



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, 20th of April 2026 at Drighlington Methodist Church, Main Hall, Drighlington.

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

Absent Councillors: Egan and Roebuck

Officers: Jill Davis (Clerk/RFO)

Leeds City Councillors: Ward Councillor Simon Brown

Other Attendees: 14 members of the public
2 Police Officers

1.	756/26	<p>Chairman's Opening Remarks:</p> <p>Cllr S Edwards opened the meeting at 7.01pm and welcomed everyone. Cllr S Edwards provided the following report: There are no fire drills scheduled. If the fire alarm sounds, everyone should leave the building by the nearest available exit. Please ensure that all mobile phones are switched to silence. Congratulations were extended to Drighlington ARLFC on winning the Fat Monkey Community Award for 2026, in competition with 27 other clubs. Congratulations were also extended to Drighlington Juniors AFC Under-12s, who finished the season as champions. Thanks were expressed to all councillors who supported and attended the Easter Egg Hunt, which was a highly successful community event attended by over 300 children. Appreciation was recorded to the Police for organising and delivering the recent bike marking event, which was well attended by members of the community.</p>
2.	757/26	<p>Apologies for Absence:</p> <p>a) To receive any apologies: Cllr Egan – work commitments. Cllr Roebuck – prior commitment. b) To approve reasons for absence given by Councillors. Resolved. The council approved the absences.</p>
3.	758/26	<p>a) For the council to note each members' Register of Interest Form needs to be reviewed Cllr S Edwards asked the council to liaise directly with the clerk. b) Declaration of Disclosable Pecuniary and Other Interests: None offered.</p>
4.	759/26	<p>Dispensations for Disclosable Pecuniary Interests: None requested.</p>
5.	760/26	<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 16th March 2026.</p>

		Resolved. The council approved the minutes with one abstention.
6.	761/26	<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 informed the council that they had received no information since Robert Finnigan had retired concerning the problems at Moor Top. Cllr C Edwards will liaise with the member of the public.</p> <p>b) To receive reports from the Police. Two Police Officers were in attendance and reported on the following: Bypass: The Police were aware of the two recent significant incidents and understand that the community want more Police in the area when the racing is taking place. The racing is happening across the Leeds area and there have been other serious road traffic incidents due to the racing. There is a meeting planned with Highways and other departments to try to find a permanent solution, however Highways will use the data and statistics to determine decisions. The Public Spaces Protection Orders that were in place across Leeds have expired and are now under review and an update will follow after the review. The Police will when they can will be in attendance on Sunday's. Shoplifting: The Police are aware who the shoplifters are in the village and will be arresting them. The Police cannot name them because of GDPR and the Police also emphasised that they must work within the law Cllr S Edwards thanked the Police for attending and the Police left the meeting at 7.30pm.</p> <p>c) To receive reports from invited guests and Leeds City Councillors. Ward Cllr Brown provided the following report: The work at the Miller's zebra crossing has not taken place due to the cost. The developer is looking at different options and the work should be completed once the options have been explored. The old garage on Wakefield Road has been referred again to the Environmental team at Leeds City Council and an update will follow. There is no news concerning the Sonno Bed Factory at Moor Top. Ward Cllr Brown explained that is a multi-agency operation and he will be involved. Update to follow.</p>
7.	762/26	<p>The Hub:</p> <p>a) For the council to note the British Gas Lite utility charge for the month of £411.65 The council noted the item.</p> <p>b) For the council to consider whether the heating at the Hub should be turned off during the warmer months, and if so, to agree the dates for switching it off and back on. Resolved: The Council approved that the heating system be switched off on 1 May and reinstated on 1 October. Councillor Roebuck will make the necessary arrangements.</p> <p>c) For the council to note the information from Yorkshire Water concerning the changes to the water charges from 01/04/2026 The council noted the item.</p> <p>d) To consider the request from Drighlington Community Library to undertake a stock check on a Monday, and to determine whether any associated costs would be incurred. Resolved. The council approved a request for one Monday free of charge. Clerk to inform Drighlington Community Library.</p>
8.	763/26	<p>Administration Matters:</p> <p>a) For the council to note that the YLCA training calendar from April to July and the Training and Development Policy have been circulated to members. The council noted the item.</p> <p>b) For the council to note the additional locations of the litter bins in the village. The council noted the item.</p> <p>c) For the council to consider approving the clerk to arrange a meeting with the council and the three Ward Councillors. The clerk explained that after the local elections, there will be two new Ward Cllrs and it would be a good opportunity to build relationships for the community. Resolved. The council approved the motion.</p> <p>d) For the council to consider approving the Statement of Control for 2025/2026. Resolved. The council approved the motion. Both the Chairperson and the clerk signed the document.</p>
9.	764/26	<p>Financial Matters:</p> <p>a) For the council to note that the end of year documentation will be itemised for the May/June agenda. The council noted the item.</p>

		<p>b) For the council to consider approving delegated authority to the clerk for the printing and stationery budget 2026/2027. Resolved. The council approved the motion.</p> <p>c) For the council to note the Unity Trust bank balance – Instant Access Account 01/03/2026 -31/03/2026 £64,364.45. The council noted the item.</p> <p>d) For the council to note the Unity Trust bank balance – T2 Current Account 01/03/2026 – 31/03/2026 £6324.64. The council noted the item.</p> <p>e) For the council to note the Redwood bank balance for March 2026, £11,000. The council noted the item.</p> <p>f) For the council to note the NatWest bank balance March 2026 £1066.21. The council noted the item.</p> <p>g) For the council to consider approving Jill Davis April 2026 expenses £107.80. Resolved. The council approved the motion.</p> <p>h) For the council to note that the cost of the Easter Egg Hunt was £311.92 against a budget of £500.00. The council noted the item.</p> <p>i) For the council to consider any actions from the invoice received from Leeds City Council, £2,965.62. Resolved. The council approved for the invoice to be paid.</p> <p>j) For the council to consider approving Cllr North’s travel expenses for Off to a Flying Start’ training £34.20. Resolved. The council approved the motion.</p> <p>k) For the council to consider approving the YLCA annual Subscription cost £1,177.00. Resolved. The council approved the motion.</p> <p>l) For the council to consider approving the earmarked reserves for 2026/2027. Reserved. The council approved the motion.</p> <p>m) For the council to consider approving the asset register for 2026/2027. The council deferred the item as requested by the clerk.</p> <p>n) For the council to consider approval of the annual insurance premium, should the quotation be available at the time of the meeting. In the event that it is not available, to consider granting delegated authority to the clerk to approve and arrange the policy upon receipt. Resolved. The council approved delegated authority to the clerk to approve and arrange the policy.</p>
10.	765/26	<p>Planning Matters: (to the publication of the agenda)</p> <p>a) Planning Applications:</p> <p>a.1) Planning Application – 26/01446/fu/SW – retrospective application for outbuilding to the rear. Resolved. Support the application and to note that it is a retrospective planning application.</p> <p>a.2) Planning Application – 26/01765/FU/SW – Part single-story, part, two-storey, extension to front and side. Resolved. Support with no comments.</p> <p>b) Planning Decisions:</p> <p>Refusal 26/01013/CLE – 22, Winterfell Road. Drighlington. BD11 1EG. The council noted the item.</p> <p>Grant of full Planning Permission – 17, Adwalton Green. Drighlington. BD11 1BT. The council noted the item.</p> <p>c) Planning Matters: The clerk informed the council that she has a meeting planned with the Leeds Local Plan team.</p>
11.	766/26	<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 the monthly defibrillator checks have been completed. Also, no defibrillators had been used during the month.</p> <p>b) For the council to consider any actions from other Cllr reports. No other reports.</p> <p>b.1) For the council to consider any actions from any updated information concerning Moor Top (Cllr C Edwards). Cllr C Edwards informed the council that there had been no update concerning the problems but will be working with Ward Cllr Brown and will be making arrangements to visit the area and meet with a resident. Updates to follow.</p> <p>c) For the council to consider any actions from the clerk’s report. The clerk minuted a thank you to Cllr G Hughes who had installed the picnic table at the Community Hub earlier in the day.</p>
12.	767/26	<p>Parish Activities:</p>

		<p>a) For the planting team to update the council and for the council to consider any actions from the update. Cllr Irving provided the following report: There has been a meeting of the planting team, and spring tidying will be underway. Plants will be purchased within the next couple of weeks. Tong Garden Centre has confirmed that it cannot offer any sponsorship. Other local groups have offered to be involved with the planting.</p> <p>b) For Cllrs C Edwards, Parker, Irving and Egan to provide an update concerning the Easter Egg Hunt and the Bike marking event. Cllrs C Edwards and Parker provided the following report: Over 300 children attended. The Easter Bonnet competition and the Easter Bunny were a great success Thank you to all parish council members who supported with the event. Cllr Baxter offered his apologies to the council for being unable to assist with the Easter Egg Hunt due to work commitments. He also apologised for previously indicating, at the time of his co-option, that he would soon be retiring and therefore have greater availability to support council activities. Unfortunately, due to labour shortages, he is unable to retire at the moment.</p> <p>c) For Cllrs S Edwards and C Edwards to update the council concerning the bypass racing (if applicable). No update.</p> <p>d) For Cllrs S Edwards and C Edwards to update the council concerning traffic calming measures and to consider any actions (if applicable). No update.</p> <p>e) For the council to consider any actions concerning the membership of the working party and any costs relating to litter pick events to the value of £100.00 (Cllr H Irving). Resolved. The council approved the membership of the Litter Pick working party and a budget of £100.00 to support the Litter Pick events when needed.</p> <p>f) For the council to consider any action from the supporting paper concerning a request from Drighlington WI. The item was not discussed.</p> <p>g) To consider the cleaning and maintenance of the outdoor gym equipment. If agreed, to consider making a budget provision of £150.00 within the 2026/2027 budget and to invite suggestions for suitable contractors (Cllr C Edwards). Resolved. The council approved the motion.</p> <p>h) For the council to consider replacing 5 damaged litter bins. The cost is £256.42 each. Supporting paper circulated. Resolved. The council approved the replacement bins. Clerk to action.</p> <p>i) For the clerk to provide an update concerning phase 2 of the play area, and for the council to consider approving the following: Approval of the six pieces of play equipment that have previously been approved in principle. Approval of the Drighlington playground construction – phase 2 quotation £51,417.60/ Budget approved £52,409.00 The clerk provided the following report: A meeting was held on 17 March with representatives from Leeds City Council Parks Department, Cllr C Edwards, and the clerk to discuss the final costs for Phase 2 of the project. This was supported by a number of subsequent telephone discussions to clarify outstanding matters. The final quotation provided by Leeds City Council is £51,417.60. This is within the budget of £52,409.00 previously approved by the council in January 2026. The Parks Department has confirmed that any further increases in costs will be met by Leeds City Council. The anticipated installation period is early July 2026, with works expected to take approximately four weeks, subject to weather conditions and the availability of materials. It was further reported that a grant application for £3,000.00 has been submitted to Leeds City Council, with a decision expected in July. Should the application be successful, the total project cost would reduce to £48,417.60. Resolved: That the council approves the provision of the six additional pieces of play equipment. Approved by the council. Resolved: That the council approves the quotation from Leeds City Council in the sum of £51,417.60. Approved by the council. The clerk is to formally inform Leeds City Council.</p>
13.	768/26	<p>Terms of Reference 2026/2027:</p> <p>a) For the council to consider approving the Litter Pick Working Party Terms of Reference for 2026 -2027 (no suggested amendments). Resolved. The council approved the motion.</p> <p>b) For the council to consider approving the Christmas 2026 Working Party Terms of Reference for 2026-2027 (reporting amendment).</p>

		Resolved. The council approved the motion. c) For the council to consider approving the Finance Working Party Terms of Reference for 2026-2027 (no suggested amendments). Resolved. The council approved the motion.																																										
14.	769/26	<p>Grants & Donations 2026/2027:</p> <p>a) For the council to consider any actions from the donation request to Drighlington ARLFC - £200.00 (Cllr S Edwards). Resolved. The council approved the donation. Clerk to action.</p> <p>b) For the council to consider any actions from the donation request to Drighlington Old Folks Outing Committee - £1000.00 (Cllr H Irving). Resolved. The council approved the donation. Clerk to action.</p> <p>c) For the council to consider any actions from the donation request to St Paul Church - £150.00 (Cllr C Edwards). Resolved. The council approved the donation. Clerk to action.</p> <p>d) For the council to consider two proposals from external organisations to host/deliver the Summer Event/Drig Gala and to resolve whether to appoint a provider. Grants forms circulated. Cllr S. Edwards requested that Item 14(d) be moved to after Item 6, noting that only one grant application remained for consideration, as the Drighlington Carnival Society had withdrawn its request for £6,000. This request was approved by council. Cllr S. Edwards invited Pullen Funfairs to present further information in support of their grant application. Pullen Funfairs advised that: The total estimated cost of delivering the Drig Gala would be approximately £7,000, and they were seeking a grant of £3,500. The Gala could make a loss, and Pullen Funfairs were prepared should that be the case. The proposed grant would contribute towards stage acts, a majorette competition, and additional activities. The Gala was to take place on Saturday 4 July, with the funfair operating from 3 July. They encouraged support from the wider community, including local groups, organisations, and residents, to assist and support to deliver the event as it was a community event. They were content for the clerk to share their contact details with any interested parties wishing to support the Gala. They were willing to provide full costings and invoices, and confirmed that any approved grant could be paid retrospectively following the event. Any surplus generated could be ring-fenced for future Gala events. They noted that event-related documentation would need to be submitted to Leeds City Council by either a community group or the Parish Council. The clerk reiterated that the Parish Council had previously resolved that it would not organise, host, or deliver the Gala, and therefore would not be in a position to complete or submit any event-related documentation. It was further clarified that Pullen Funfairs were in attendance solely in relation to their grant application. Any collaboration with community groups or other organisations would be a matter for those parties and not for the council's involvement. Cllr Kidger reported that concerns had been raised by residents regarding the cost of rides at previous funfair events. Pullen Funfairs responded that operating costs had increased since the COVID-19 pandemic and that, as a commercial organisation, they were required to operate on a profitable basis. Resolved: The council approved a grant of £3500.00 to Pullen Funfairs.</p>																																										
15.	770/26	<p>Receipt Matters: March 2026: 02/03/2026 – Drighlington Community Library - £260.00 monthly rent. 27/03/2026 – VAT Reclaim - £2,876.13. 31/03/2026 – Bank Interest £361.17.</p>																																										
16.	771/26	<p>Payments To consider approving (April 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>April 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 April 2026</td> <td>£17.65</td> <td></td> <td>£17.65</td> </tr> <tr> <td>3.R</td> <td>British Gas Lite DD</td> <td>Monthly Utility payment for the Hub</td> <td>£335.03</td> <td>£67.01</td> <td>£402.04</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>Cllr Andy North</td> <td>Travel Expenses</td> <td>£34.20</td> <td></td> <td>£34.20</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	April 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub April 2026	£17.65		£17.65	3.R	British Gas Lite DD	Monthly Utility payment for the Hub	£335.03	£67.01	£402.04	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.	Cllr Andy North	Travel Expenses	£34.20		£34.20
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7.	Staff Salaries	April 2026	Redacted		
8.	Pension Payments DD	April 2026	Redacted		
9.	HMRC Payment	April 2026	£731.10		£731.10
10.R	NatWest Bank	Monthly Bank Charges 27/02/2026	£2.99		£2.99
11.R	HP Instant Ink – Automatic Payment	Monthly HP March payment	£9.16	£1.83	£10.99
12.R	Farm Foods	Easter egg purchase - Approved PC debit card	£174.44		£174.44
13.	Drighlington Methodist Church	Room Hire Invoice -0920	£40.00		£40.00
14.	Jill Davis	April 2026 Expenses	£107.80		£107.80
15.	Leeds City Council (if approved by the PC)	Invoice 6281781070. Invoice dated 06/10/2023. Contribution towards a bottle bank installed	£2965.62		£2965.62
16.	Drighlington Methodist Church	Room Hire 16/03/2026	£40.00		£40.00
17.	YLCA	Annual Subscription Cost	£1177.00		£1177.00
18.	Rialtas	Annual software support	£210.00	£42.00	£252.00
19.	Amazon	Plastic cups Easter egg hunt/apm	£8.32	£1.67	£9.99
20.	Amazon	Brown bags easter egg hunt	£24.99	£5.00	£29.99
21.	Amazon	Plates for the easter egg hunt/APM	£19.16	£3.83	£22.99
22.	Amazon	The Hub - stationery	£14.49	£2.90	£17.39
23.	Unity Trust Bank	Monthly bank fees	£8.95		£8.95
		TOTAL	£6490.45+	£136.26	£6626.71

Resolved. The council approved items 1 – 23. Clerk to action.

17.	772/26	Date of the Next PC Meeting: Annual Parish Meeting 11th May 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church. Date of the Next PC Meeting: Annual Meeting of the Parish Council 18th May 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church.
18.	773/26	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: Resolved. The council approved the motion.
19.	774/26	Annual Parish Meeting: a) For the council to consider approving the nominations concerning the Community Awards. Resolved. The council approved the nominations of the community awards. Clerk to action. b) For the council to consider any other actions concerning the Annual Parish Meeting. Resolved. The council approved the budget of £500.00 for the event which included the refreshments and community awards. Clerk to action.

With no further business to transact, Cllr S Edwards thanked everyone for attending and closed the meeting at 9.10pm.

Signed: Cllr S Edwards

Dated: 18/05/2026

The minutes were approved by the Parish Council at the PC meeting held on 18 May 2026