



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

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Dated: 13th May 2026

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

To all members of the Parish Council,

You are respectfully summoned to attend the Annual Meeting of the Parish Council to be held in the Main Hall at Drighlington Methodist Church, King Street, BD11 1EL, on **the 18th May 2026** to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 13/05/2026

*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 ANNUAL MEETING OF THE PARISH COUNCIL

Monday 18th May 2026 @ 7.00pm

A G E N D A

1.	<p>a) To elect the Chairperson of the Council for 2026/2027 and to receive the Chairperson's Declaration of Acceptance of Office (for the council to approve the signing of the Declaration of Office before the next PC meeting if required).</p> <p>b) Chairperson's opening remarks:</p>
2.	<p>Apologies for Absence:</p> <p>a) To receive any apologies.</p> <p>b) To approve reasons for absence given by Councillors.</p>
3.	<p>a) For the council to note each members' Register of Interest Form needs to be reviewed:</p> <p>b) Declaration of Disclosable Pecuniary and Other Interests:</p>
4.	<p>Dispensations for Disclosable Pecuniary Interests:</p>
5.	<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 20th April 2026.</p>
6.	<p>a) For the council to consider electing the Vice Chair of the Council for 2026/2027:</p>
7.	<p>Public Participation:</p> <p>a) Representation from members of the public on the business of the agenda for the meeting.</p> <p>b) To receive reports from the Police.</p> <p>c) To receive reports from invited guests and Leeds City Councillors.</p>
8.	<p>The Hub:</p> <p>a) For the council to note the British Gas Lite utility charge for the month of £241.00 and to consider any actions.</p>
9.	<p>Administration Matters:</p> <p>a) For the clerk to minute that the Local Council Explained 2025 document has been circulated to council members.</p>

		<p>b) For the clerk to minute that the Councillor Code of Conduct has been circulated to council members and to consider discussing/resolving the document.</p> <p>c) For the clerk to minute that the Practitioners' Guide 2026/2027 has been circulated to council members.</p> <p>d) For the council to consider discussing/resolving the Reserves Policy document.</p>												
10.		<p>Financial Matters:</p> <p>a) For the council to consider approving Jill Davis May1 expenses £50.67.</p> <p>b) For the council to consider approving Jill Davis May2 expenses £207.97 (approved 20/04/2026).</p> <p>c) For the council to note the bank balance Unity Trust Bank current account for April 2026 - £10,621.41.</p> <p>d) For the council to note the bank balance NatWest Bank for April 2026 - £453.29.</p> <p>e) For the council to note the bank balance Redwood Bank for April 2026 £11,000.</p> <p>f) For the council to note the bank balance Unity Trust Bank instant access account for April £140,364.45.</p> <p>g) For the council to consider approving the bank reconciliation for March 2026.</p> <p>h) For the council to consider approving the bank reconciliation for April 2026.</p>												
11.		<p>Planning Matters: (to the publication of the agenda)</p> <p>a) Planning Applications:</p> <p>a.1) Planning application 26/0213/FU/SW. Three dwellings with domestic garden and parking areas, creation of new access road. Land off King Street.</p> <p>a.2) Planning application 26/02183/FU/SW. Installation of nine air condenser units to the side. Valley Mills, Whitehall Road. Drighlington.</p> <p>b) Planning Decisions: Not applicable</p> <p>c) Planning Matters: For the clerk to update the council with any other planning matters.</p>												
12.		<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>b) For the council to consider any actions from other Cllr reports.</p> <p>b.1) For the council to consider any actions from any updated information concerning Moor Top (Cllr C Edwards).</p> <p>c) For the council to consider any actions from the clerk's report.</p>												
13.		<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.</p> <p>b) For the Chairperson to provide an update concerning the Annual Parish Meeting that was held on 11 May 2026.</p> <p>c) For the clerk to provide an update concerning Phase 2 and consider any actions.</p> <p>d) For Cllr Irving to provide an update concerning the Litter Pick event – 16/05/2026</p> <p>e) For the council to consider discussing/approving the following competitions 'How Does Your Garden Grow' and Yorkshire Day – supporting paper circulated.</p> <p>f) For the council to consider purchasing a flag order for £540.00.</p> <p>g) For the council to consider approving an outside tap at the Community Hub – suggested budget of £200.00.</p> <p>h) For the council to consider any actions from the supporting paper concerning grit bins.</p>												
14.		<p>Asset Register:</p> <p>a) For the council to consider approving the amended Asset Register and Disposal Policy.</p> <p>b) For the council to note the Insurance premium for the year £1,115.39 Budget £1200.00.</p> <p>c) For the council to consider approving the disposal items from the asset register.</p> <p>d) For the council to consider approving the asset register.</p> <p>e) For the council to consider approving the asset loan agreement template.</p> <p>f) For the council to consider approving the loan request from DCA for asset items for Drig Gala.</p>												
15.		<p>Grants & Donations:</p> <p>a) For the council to consider approving a donation of £50.00 to Drighlington Bowling Club (Cllr S Edwards).</p> <p>b) For the council to consider approving a donation of £50.00 to Drighlington Community Library (Cllr S Edwards).</p> <p>c) For the council to consider approving a donation of £50.00 to the Coffee Pot (Cllr S Edwards).</p> <p>d) For the council to consider a grant request from 1st Drighlington Girls Brigade.</p>												
16.		<p>Responsibilities – Memberships & Responsibilities:</p> <p>For the council to consider the memberships and responsibilities for 2026/2027.</p>												
17.		<p>Receipt Matters: April 2026</p> <p>01/04/2026 – Drighlington Community Library - £260.00 monthly rent.</p> <p>01/04/2026 – Leeds City Council Precept - £89,250.00.</p> <p>01/04/2026 – Leeds City Council LCTS Payment - £1323.00.</p> <p>02/04/2026 – To ratify the transfer of £76,000.00 from the Unity current account to the Unity instant access account.</p>												
18.		<p>Payments To consider approving (May 2026)</p> <p>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> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:						
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1.R	Sorkin Brown Limited DD	May 2026 Rent	£500.00		£500.00
2.	Business Stream	Monthly Water Charge for the Hub	£17.65		£17.65
3.R	British Gas Lite DD	Monthly Utility payment for the Hub	£229.52	£11.48	£241.00
4.R	XLN Daisy DD	Monthly DD payment March 2026 The Hub	£60.10	£12.02	£72.12
5.	Unity Trust Bank - Automatic	Service Charge 2026	£9.85		£9.85
6.R	DSA Gardening – approved for payment 16/03/2026 9.a invoices expected	Invoice 0010 Footpath maintenance throughout the season	£520.00		£520.00
7.R	Autela Payroll Services approved for payment 16/03/2026 9.a invoices expected	Invoice 16865 Payroll services	£136.36	£27.27	£163.63
8.	Pension Payments DD	May 2026	Redacted		
9.	HMRC Payment	May 2026	TBC		TBC
10.	Salaries	May 2026	Redacted		
11.R	NatWest Bank	Monthly Bank Charges 02/04/2026	£1.75		£1.75
12.R	HP Instant Ink – Automatic Payment	Monthly HP March payment	£5.41	£1.08	£6.49
13.R	Beardsworth approved for payment 16/03/2026 748/26 approved.	Seasonal Plants	£352.70		£352.70
14.R	Amico's approved 20/04/2026	Annual Parish Meeting	£220.00		£220.00
15.R	G&C Ecommerce Group Ltd	Annual Parish Meeting	£17.49	£3.50	£20.99
16.R	Drighlington ARLFC Approved 20/04/2026	Donation S137	£200.00		£200.00
17.R	Gallagher – AJG Delegate authority approved 20/04/2026 9.n	Annual Insurance payment	£1029.54		£1029.54
18.R	Gallagher – AJG Delegate authority approved 20/04/2026 9.n	Annual insurance payment	£85.85		£85.85
19.R	Drighlington Old Folks Outing Committee	Donation S137	£1000.00		£1000.00
20.	NatWest Bank	Monthly Bank Charges 01/05/2026	£1.05		£1.05
21.	Drighlington Methodist Church	Room Hire April 2026	£70.00		£70.00
22.R	Drighlington Methodist Church - approved for payment 16/03/2026 9.a expected invoices	Room Hire Jan 2026	£40.00		£40.00
23.	Drighlington Methodist Church - approved for payment 16/03/2026 9.a expected invoices	Room Hire March 2026	£40.00		£40.00

		24.	Jill Davis – May1 Expenses	Mileage for meetings	£50.67		£50.67
		25.	Jill Davis – May2 Expenses	Stationery	£173.54	£34.43	£207.97
		26.	St Paul's Church	Donation S137	£150.00		£150.00
				TOTAL	£4911.48	£89.78	£5001.26
19.		Date of the Next PC Meeting: Ordinary Parish Council Meeting: 15th June 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church.					
		Agenda cut-off: 6th June 2026					