



# Drighlington Parish Council

The Community Hub  
1, Moorside Approach  
Drighlington BD11 1JF

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## Minutes of the Meeting of Drighlington Parish Council Annual Meeting Held at 7.00pm on Monday, 18<sup>th</sup> of May 2026 at Drighlington Methodist Church, Main Hall, Drighlington.

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

**Absent Councillors:** Egan, Irving and Kidger

**Officers:** Jill Davis (Clerk/RFO)

**Leeds City Councillors:** No Ward Cllrs present

**Other Attendees:** 8 members of the public

1.	775/26	<p><b>a) To elect the Chairperson of the Council for 2026/2027 and to receive the Chairperson's Declaration of Acceptance of Office</b> (for the council to approve the signing of the Declaration of Office before the next PC meeting if required). Resolved. Cllr Steve Edwards was elected Chairperson of the Parish Council for 2026/2027. Cllr S Edwards signed his declaration of acceptance of office.</p> <p><b>b) Chairperson's opening remarks:</b> Cllr S Edwards advised members that no fire tests were scheduled during the meeting and reminded all present that, should the fire alarm sound, they should leave the building by the nearest available exit. Attendees were also requested to ensure that all mobile phones were set to silent mode. Cllr S Edwards expressed thanks to all those who attended the Annual Parish Meeting. It was noted that the event was well attended by residents and community groups, who provided their annual reports. Cllr S Edwards also congratulated those residents who received Community Awards during the meeting. Cllr S Edwards thanked Cllr Irving for organising the recent Parish Litter Pick and expressed appreciation to Cllrs M. Hughes, Baxter, Parker, S. Edwards and C. Edwards, together with residents, two Morley Town Cllrs, and Ward Cllr Grayshon for their assistance and help. The event resulted in the collection of Thirty three bags of litter. Congratulations were extended to Drighlington Rugby Club on being awarded the Leeds Sports Awards Community Club of the Year 2026. Members and residents were reminded that roadworks on Moorland Road were scheduled to commence the following week and were asked to plan journeys accordingly.</p>
2.	776/26	<p><b>Apologies for Absence:</b></p> <p><b>a) To receive any apologies.</b> Cllr Kidger – work commitments Cllr Irving – prior commitments</p> <p><b>b) To approve reasons for absence given by Councillors.</b> Resolved. The council approved the reasons for absences. Absent – Cllr Egan</p>
3.	777/26	<p><b>a) For the council to note each members' Register of Interest Form needs to be reviewed:</b> The Clerk reminded members that the Register of Interests must be reviewed annually, and whenever there is a change to an individual's declarable interests. Responsibility for ensuring that the Register of Interests remains accurate and up to date rests with each member. The clerk will circulate the relevant forms to all members by email for completion and return as required.</p>

		<b>b) Declaration of Disclosable Pecuniary and Other Interests:</b> None offered.
4.	778/26	<b>Dispensations for Disclosable Pecuniary Interests:</b> None requested.
5.	779/26	<b>Minutes:</b> <b>a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 20<sup>th</sup> April 2026.</b> Resolved. The council approved the minutes.
6.	780/26	<b>a) For the council to consider electing the Vice Chair of the Council for 2026/2027:</b> Resolved. Cllr Carol Edwards was approved as the Vice Chair for 2026/2027.
7.	781/26	<b>Public Participation:</b> <b>a) Representation from members of the public on the business of the agenda for the meeting.</b> Cllr Baxter spoke on behalf of a member of the public who was unable to attend the meeting. The resident raised concerns regarding instances of aggressive driving between the Manor Venue and the Cross Roads, which are understood to occur regularly, particularly when certain events are taking place at the venue. The concerns were noted, and Cllr Baxter will liaise with Cllr C. Edwards regarding the matter.  A member of the public raised concerns regarding the planned road closure from 23 May – 31 May and the diversion route that is being discussed later in the meeting. The member of the public has emailed Leeds City Council with a suggested alternative route. The member of the public also informed the council that there is a Bank Holiday and several events in the village when the road works are taking place. Cllr S Edwards thanked the member of the public for raising the points. <b>b) To receive reports from the Police.</b> No Police in attendance. <b>c) To receive reports from invited guests and Leeds City Councillors.</b> No Ward Cllrs in attendance. Ward Cllrs Brown, Graves and Grayshon sent their apologies.
8.	782/26	<b>The Hub:</b> <b>a) For the council to note the British Gas Lite utility charge for the month of £241.00 and to consider any actions.</b> Cllr Roebuck delivered the following report: The heating has been reprogrammed off. The half - hourly information has still to be received, and a telephone call has been booked with British Gas Lite to discuss why the information is still outstanding. Cllr Roebuck will update when the information is available.
9.	783/26	<b>Administration Matters:</b> <b>a) For the clerk to minute that the Local Council Explained 2025 document has been circulated to council members.</b> The clerk minuted the item. <b>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.</b> The clerk minuted the item. <b>c) For the clerk to minute that the Practitioners' Guide 2026/2027 has been circulated to council members.</b> The clerk minuted the item. <b>d) For the council to consider discussing/resolving the Reserves Policy document.</b> Resolved. The council approved the motion.
10.	784/26	<b>Financial Matters:</b> <b>a) For the council to consider approving Jill Davis May1 expenses £50.67.</b> Resolved. The council approved the motion. <b>b) For the council to consider approving Jill Davis May2 expenses £207.97 (approved 20/04/2026).</b> Resolved. The council approved the motion. <b>c) For the council to note the bank balance Unity Trust Bank current account for April 2026 - £10,621.41.</b> The council noted the item. <b>d) For the council to note the bank balance NatWest Bank for April 2026 - £453.29.</b> The council noted the item. <b>e) For the council to note the bank balance Redwood Bank for April 2026 £11,000.</b> The council noted the item. <b>f) For the council to note the bank balance Unity Trust Bank instant access account for April £140,364.45.</b> The council noted the item. <b>g) For the council to consider approving the bank reconciliation for March 2026.</b> Resolved. The council approved the motion. <b>h) For the council to consider approving the bank reconciliation for April 2026.</b> Resolved. The council approved the motion.

11.	785/26	<p><b>Planning Matters:</b> (to the publication of the agenda)</p> <p><b>a) Planning Applications:</b></p> <p><b>a.1) Planning application 26/0213/FU/SW.</b> Three dwellings with domestic garden and parking areas, creation of new access road. Land off King Street. Resolved. The council approved to support the application subject to the following: the developer must adhere to all advice and requirements issued by the Leeds City Council Contaminated Land Team and the Coal Authority; the proposed sewerage and drainage arrangements must receive formal approval from Yorkshire Water; and all access routes to the site must be located exclusively on brownfield land, with no encroachment onto greenfield areas.</p> <p><b>a.2) Planning application 26/02183/FU/SW.</b> Installation of nine air condenser units to the side. Valley Mills, Whitehall Road. Drighlington. Resolved. The council approved to support the application with no comments.</p> <p><b>b) Planning Decisions:</b> Not applicable</p> <p><b>c) Planning Matters:</b></p> <p>c.1)The clerk informed the council that the meeting had taken place with Mr Ian MacKay from the Leeds Local Plan team and he will attend a PC meeting on 15 June to update on the Leeds Local Plan. The clerk asked members to circulate the information in the village as Mr MacKay will be presenting and taking questions.</p> <p>c.2) The clerk informed the council that full planning permission had been granted for the demolition of the former Premier Inn hotel at The Old Brickworks site. The clerk suggested that a nominated member be appointed to monitor the progress of the redevelopment and provide updates to the council as appropriate. Cllr Baxter volunteered to undertake this role. It was agreed that the matter would be considered further at the June Parish Council meeting.</p>
12.	786/26	<p><b>Reports: Committee's, Cllr's &amp; Clerk:</b> and to consider any actions</p> <p><b>a) For Cllrs M Hughes and Milomo to update the council concerning the defibrillators.</b> Cllr M Hughes informed the council that the monthly checks had been completed and there were no issues.</p> <p><b>b) For the council to consider any actions from other Cllr reports.</b> No reports.</p> <p><b>b.1) For the council to consider any actions from any updated information concerning Moor Top (Cllr C Edwards).</b> Cllr C Edwards provided the following report: The Old Drakes Mill Site – Moor Top A resident raised concerns regarding access arrangements at the former Drakes Mill site, Moor Top. The gates off Whitehall Grove, understood to be designated as both a business access point and fire exit, remain obstructed despite the removal of concrete bollards, which have been replaced by builders' bags. As a result, the access route is not being used, causing ongoing nuisance to nearby residents and potentially restricting emergency access. The resident also reported that employees of the current occupier, a bed storage company, are smoking inside the entrance doors of the premises. DFK Kitchen – Hodgson Lane Concerns were raised regarding fire exits on the Hodgson Lane side of the premises. The exit gates within the palisade fencing are reportedly padlocked, potentially preventing emergency escape in the event of a fire. It was also reported that nitrous oxide canisters were found within the fenced areas during a recent community litter pick. These items have been referred to the Leeds City Council waste team for disposal. Concerns were expressed that such materials could present an additional hazard in the event of a fire and that the areas should be maintained in a clean and safe condition by the business. Cllr C Edwards to liaise directly with Leeds City Council and to report back to the council when an update is available.</p> <p><b>c) For the council to consider any actions from the clerk's report.</b> The clerk informed the council of the planned road works taking place from 23 May – 31 May. The clerk informed the council that a member of the public had provided the council with a detailed suggestion of alternative diversion routes to limit the impact of the road closure. The clerk recommended that the council approve to support the member of the public's suggestion and to email that information to Leeds City Council. Resolved. The council approved the recommendation.</p>
13.	787/26	<p><b>Parish Activities:</b></p> <p><b>a) For the planting team to update the council and for the council to consider any actions from the update.</b> Cllr Roebuck delivered the following report: Cllr M Hughes has repainted the village planters, with Cllr G Hughes carrying out necessary repairs. General weeding and seasonal preparation works have also been undertaken. In April, Cllrs Irving, Roebuck and M Hughes carried out weeding and spring planting, assisted by members from Drighlington Dollies WI. The council extends its thanks for their valued support.</p>

		<p>The Trim Trail planters have been refreshed with drought-resistant perennial planting, including Santolina, Twiggy and Lavender, providing year-round colour and environmental benefits. Additional weeding and perennial planting have also been completed in the village rockeries and on the Co-op Green.</p> <p>Three rhododendrons donated by a resident have been planted on the Trim Trail, alongside further perennial donations from the Morley Asda Community Champion. Summer bedding plants and home-grown marigolds will be planted shortly.</p> <p>Attention will now focus on the War Memorial, where spring bulbs will be thinned and seasonal planting introduced, maintaining the established red planting theme.</p> <p>The council continues to prioritise drought-tolerant perennials and shrubs to maximise year-round colour while reducing maintenance and watering requirements. Recent rainfall has been beneficial; however, residents living near planters are encouraged to assist with watering, if possible, during prolonged dry periods.</p> <p><b>b) For the Chairperson to provide an update concerning the Annual Parish Meeting that was held on 11 May 2026.</b></p> <p>Cllr S Edwards delivered the following report: Sixty seven people attended the meeting. It was an amazing evening. Thank you to the community groups who came and delivered their annual report. Thank you to the three Ward Councillors who also attended the meeting. Another thank you to the Coffee Pot team and Memory Café team for serving the refreshments and finally, an amazing well done to all the winners of the Community Awards.</p> <p><b>c) For the clerk to provide an update concerning Phase 2 and consider any actions.</b></p> <p>The clerk informed the council that Phase 2 was still on schedule. Further updates will be available next month.</p> <p><b>d) For Cllr Irving to provide an update concerning the Litter Pick event – 16/05/2026</b></p> <p>Cllr Parker delivered the following report: The community litter pick held on 16 May was a successful event, with thirty three bags of litter collected and several additional issues reported to Leeds City Council. The event was attended by ten residents, six Parish Councillors, Ward Cllr Grayshon and two Morley Town Councillors. Thanks were expressed to Gildersome Parish Council for the loan of litter-picking equipment, Morley Asda Community Champion for providing refreshments, and residents who regularly undertake litter-picking activities. The next litter pick is provisionally scheduled for 11 July. The Litter Working Party will next seek to engage with the primary school and local youth organisations, including the Girls' Brigade, Scouts, Cubs and Guides, to promote initiatives aimed at reducing littering. The Working Party will also liaise with Leeds City Council's Environmental Services Team.</p> <p><b>e) For the council to consider discussing/approving the following competitions 'How Does Your Garden Grow' and Yorkshire Day – supporting paper circulated.</b></p> <p>Resolved. The council approved the running of the two competitions with the prize structure as the previous year. How Does Your Garden Grow competition to run from the 01 July – 31 August Yorkshire Day competition to run from the 01 July – 4 August Cllr Parker to organise the posters.</p> <p><b>f) For the council to consider purchasing a flag order for £540.00.</b></p> <p>The item was withdrawn due to the costs and the clerk was requested to look at cheaper alternatives.</p> <p><b>g) For the council to consider approving an outside tap at the Community Hub – suggested budget of £200.00.</b></p> <p>Resolved. The council approved the motion.</p> <p><b>h) For the council to consider any actions from the supporting paper concerning grit bins.</b></p> <p>The Clerk reported that a resident had contacted the council after Leeds City Council declined a request for a grit bin on Oakwell Road, as the location does not meet the City Council's criteria. The Clerk advised that a review of grit bin provision across the village is required, as some bins have been relocated, some are empty, and there may be areas, including Oakwell Road, that are not currently served by a grit bin. Cllrs Roebuck and M. Hughes volunteered to undertake a visual inspection of existing grit bin locations and identify any areas where additional provision may be required. Resolved: That Cllrs Roebuck and M. Hughes carry out the inspection and report their findings to the August PC meeting.</p>
14.	788/26	<p><b>Asset Register:</b></p> <p><b>a) For the council to consider approving the amended Asset Register and Disposal Policy.</b> Resolved. The council approved the motion.</p> <p><b>b) For the council to note the Insurance premium for the year £1,115.39 Budget £1200.00.</b> The council noted the item.</p> <p><b>c) For the council to consider approving the disposal items from the asset register.</b> Resolved. The council approved the disposal items.</p>

		<p><b>d) For the council to consider approving the asset register.</b> Resolved. The council approved the asset register.</p> <p><b>e) For the council to consider approving the asset loan agreement template.</b> Resolved. The council approved the asset loan agreement template</p> <p><b>f) For the council to consider approving the loan request from DCA for asset items for Drig Gala.</b> The clerk informed the council of the following: The clerk advised that a request had been received to loan several council assets for use at the Drig Gala. The council considered the request. The request to the loan flags was declined due to an insufficient number of spare flags being available. The clerk reported that kerb ramps, high-visibility barriers and walkie-talkies are available to be loaned. However, there has been no confirmation from CS Funfairs that any loss or damage would be covered by their insurance. As no response had been received, Cllr S. Edwards requested that Cllr North follow this matter up. The clerk also reported a query by a parish council member regarding ownership of the steel A-frames, as two parish council members had differing views on the ownership. The clerk requested information from Drighlington Events Committee, Drighlington Events Committee confirmed that the A-frames were manufactured and funded by the Drighlington Events Committee and subsequently gifted to Drighlington Cricket Club who are now organising Drigmass. The clerk also confirmed that the A-frames do not appear on any council asset registers. Resolved. That the kerb ramps and high-visibility barriers be loaned for the Drig Gala, subject to CS Funfairs confirming that the equipment is covered by their insurance. Resolved. That, based on the information available, the steel A-frames are not PC property and therefore cannot be loaned by the council.</p>																																										
15.	789/26	<p><b>Grants &amp; Donations:</b></p> <p><b>a) For the council to consider approving a donation of £50.00 to Drighlington Bowling Club (Cllr S Edwards).</b> Resolved. The council approved the donation. Clerk to action.</p> <p><b>b) For the council to consider approving a donation of £50.00 to Drighlington Community Library (Cllr S Edwards).</b> Resolved. The council approved the donation. Clerk to action.</p> <p><b>c) For the council to consider approving a donation of £50.00 to the Coffee Pot (Cllr S Edwards).</b> Resolved. The council approved the donation. Clerk to action.</p> <p><b>d) For the council to consider a grant request from 1<sup>st</sup> Drighlington Girls Brigade.</b> Resolved. The council approved the grant request of £500.00. Clerk to action.</p>																																										
16.	790/26	<p><b>Responsibilities – Memberships &amp; Responsibilities:</b> <b>For the council to consider the memberships and responsibilities for 2026/2027.</b> Resolved. The item was deferred.</p>																																										
17.	791/26	<p><b>Receipt Matters: April 2026</b></p> <p><b>01/04/2026 – Drighlington Community Library - £260.00 monthly rent.</b> <b>01/04/2026 – Leeds City Council Precept - £89,250.00.</b> <b>01/04/2026 – Leeds City Council LCTS Payment - £1323.00.</b> The council noted the receipts. <b>02/04/2026 – To ratify the transfer of £76,000.00 from the Unity current account to the Unity instant access account.</b> Resolved. The council ratified the transfer.</p>																																										
18.	792/26	<p><b>Payments To consider approving (May 2026)</b> <b>R=Retrospective. The council may wish to consider approving the invoices en bloc</b></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>May 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</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>£229.52</td> <td>£11.48</td> <td>£241.00</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.</td> <td>Unity Trust Bank - Automatic</td> <td>Service Charge 2026</td> <td>£9.85</td> <td></td> <td>£9.85</td> </tr> <tr> <td>6.R</td> <td>DSA Gardening – approved for payment 16/03/2026 9.a invoices expected</td> <td>Invoice 0010 Footpath maintenance throughout the season</td> <td>£520.00</td> <td></td> <td>£520.00</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	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
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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
		<b>TOTAL</b>	<b>£4911.48</b>	<b>£89.78</b>	<b>£5001.26</b>

Resolved. The council approved payments 1 -26. Clerk to action.

19.	793/26	<b>Date of the Next PC Meeting: Ordinary Parish Council Meeting: 15<sup>th</sup> June 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church. Agenda cut-off: 6<sup>th</sup> June 2026</b>
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With no further business to transact, Cllr S Edwards thanked everyone for attending and closed the meeting at 8.28pm

Signed: Cllr S Edwards

Dated: 15 June 2026

The minutes were approved at the Parish Council meeting held on 15 June 2026.