



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

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Dated: 10th June 2026

NOTICE OF AN ORDINARY MEETING OF THE PARISH COUNCIL

To all members of the Parish Council,

You are respectfully summoned to attend an Ordinary Meeting of the Parish Council to be held in the Main Hall at Drighlington Methodist Church, King Street, BD11 1EL, on the 15th June to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 10/06/2026

*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 ORDINARY PARISH COUNCIL MEETING

Monday 15TH June 2026 @ 7.00pm

A G E N D A

1.	a) Chairperson's opening remarks:
2.	Apologies for Absence: a) To receive any apologies. b) To approve reasons for absence given by Councillors.
3.	a) Declaration of Disclosable Pecuniary and Other Interests:
4.	a) Dispensations for Disclosable Pecuniary Interests:
5.	Minutes: a) For the council to consider approving the draft minutes of the Annual Meeting of the Parish Council held on the 18 th of May 2026.
6.	Public Participation: a) To receive an update on the Leeds Local Plan – Mr Ian MacKay. b) To receive reports from the Police. c) Representation from members of the public on the business of the agenda for the meeting. d) To receive reports from invited guests and Leeds City Councillors.
7.	The Hub: a) For the council to consider approving a service on the shutters (September 2026) £145.00 +VAT. b) For the council to note the monthly British Gas Lite invoice £116.97 c) For the council to approve the annual insurance charge £293.70. d) For the council to approve Brealey's solicitor invoice of £469.44. e) For the council to consider approving the recommended new Broadband/Utility supplier as provided by Cllr Roebuck. f) For the council to consider the additional cost for the outside tap of £70.00.

8.	<p>Administration Matters:</p> <p>a) For the council to note the clerk's holiday.</p> <p>b) For the council to note that CS Funfairs no longer wish to loan any PC assets for Drig Gala.</p> <p>c) For the council to consider any action from the information supplied by Cllr North concerning the steel A Frames.</p> <p>d) For the council to note that the Re-declaration of compliance concerning pension requirements was completed on 16/02/2026.</p> <p>e) For the council to consider sending a letter to His Majesty The King conveying the council's birthday wishes on the occasion of His Majesty's Official Birthday (Cllr C Edwards)</p> <p>f) To consider the invitation received from the Mayor of Morley and to determine whether any Cllr(s) wish to attend on behalf of the Parish Council.</p> <p>g) For the council to note the annual FSCS eligibility checks through Unity Trust Bank have been completed.</p>
9.	<p>End of Year 2025/2026:</p> <p>a) For the council to approve the amended March/End of Year bank reconciliation.</p> <p>b) For the RFO/clerk to minute a declaration that the accounts are as yet unaudited.</p> <p>c) For the council to note the Internal Auditor's Report</p> <p>d) For the council to consider any actions from the Internal Auditor's Report.</p> <p>e) For the council to note Page 3 of the AGAR – The Annual Internal Audit Report.</p> <p>f) For the council to consider approving PKF Littlejohn Bank Reconciliation.</p> <p>g) For the council to consider approving the Explanation of Variances.</p> <p>h) For the council to consider approving the CIL Report.</p> <p>i) For the council to note the unaudited AGAR has been circulated to the council.</p> <p>j) For the council to consider approving The Annual Governance Statement Section 1.</p> <p>k) For the council to consider approving The Accounting Statements Section 2.</p> <p>l) For the council to note, following approval, the Chairperson and clerk of the meeting sign the Annual Governance Statement and the Chairperson signs the Accounting Statement.</p> <p>m) For the council to approve the Notice of Public Rights and Publication of the Unaudited Annual Governance & Accountability Return 2025/2026 from Wednesday 1 July 2026 – Tuesday 11 August 2026.</p> <p>n) For the council to note under the Accounts & Audit Regulations 2015, the accounts information will be published. on the notice boards, the website and emailed to the external auditor before the 1st of July 2026 deadline.</p>
10.	<p>Financial Matters:</p> <p>a) For the council to consider approving the flag order from Prime Design & Print (Village Flags) £420.00 +VAT.</p> <p>b) For the council to consider approving the flag order from JW Plant (Union Jack/Yorkshire Day Flags) £292.02.</p> <p>c) For the council to approve the invoice from Heelis & Lodge £350.00.</p> <p>d) For the council to consider approving Jill Davis June 2026 expenses £29.75.</p> <p>e) For the council to consider approving DSA Invoice £360.00.</p> <p>f) For the council to note the bank balance Unity Trust Bank current account 02/05/202 2026 - £4,949.42.</p> <p>g) For the council to note the bank balance NatWest Bank for May 2026 - £298.73.</p> <p>h) For the council to note the bank balance Redwood Bank for May 2026 £11,000.</p> <p>i) For the council to note the bank balance Unity Trust Bank instant access account for May £140,364.45.</p> <p>j) For the council to consider approving the bank reconciliation for May 2026.</p>
11.	<p>Planning Matters: (to the publication of the agenda and to consider any actions)</p> <p>a) Planning Applications:</p> <p>a.1) 26/02650/FU/SW Single- storey extension to the rear (extension requested) 82, Kingsdale Gardens, Drighlington.</p> <p>a.2) 26/030971/FU/SW Variation of condition 2 (approved plans) to previously approved planning application 23/07353/FU. Valley Mills, Whitehall Road, Drighlington.</p> <p>b) Planning Decisions:</p> <p>b.1) 26/01446/FU. Grant of Full Planning Permission. Retrospective application for outbuilding to the rear. 22 Winterfell Road. Drighlington. BD11 IEG.</p> <p>b.2) 26/01765/FU. Grant of Full Planning Permission. Part single-storey extension to front and side. 63 Walton Drive Drighlington. BD11 1JN</p> <p>b.3) 25/05630/FU. Grant of Full Planning Permission. Hotel The Old Brickworks. Wakefield Road. Drighlington. BD11 1EA. Demolition of existing single – storey extension; erection of two- storey extension; associated alterations including amendments to hardstanding, car parking and landscaping.</p> <p>c) Planning Matters:</p> <p>c.1) For the council to consider any actions from the presentation concerning the Leeds Local Plan.</p> <p>c.2) For the council to consider approving Cllr Baxter to be given mandated responsibilities to monitor the redevelopment of The Hotel, The Old Brickworks, Wakefield Road and to report back to the full council with monthly updates/recommendations when applicable.</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 Cllr reports.</p> <p>b.1) For Cllr C Edwards to update the council concerning the responses from Leeds City Council concerning the issues raised at the May PC meeting.</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 council to consider any actions concerning the repair of the strimmer.</p> <p>c) For the council to consider any actions concerning grass cutting in the village and to include the usage of the PC's strimmer (Cllrs C Edwards/North).</p> <p>d) For the clerk to update the council concerning Play Area Phase 2.</p> <p>e) For the council to consider and agree the supplier and/or retailer from which the prizes for the Yorkshire Day competition will be purchased.</p>																																																																																																						
14.		<p>Financial Year 2026/2027:</p> <p>a) For the council to consider appointing Heelis & Lodge as the internal auditor for 2026/2027 £385.00</p> <p>b) For the council to approve Jill Davis Clerk/RFO as required under s151 of the Local Government Act 1972 (for d. financial administration), annual requirement.</p> <p>c) For the council to note the Ministry of Housing Communities & Local Government has confirmed the section 137 expenditure for 2026/2027 is £11.60 per elector</p>																																																																																																						
15.		<p>Responsibilities – Memberships, Liaison Officers & Responsibilities:</p> <p>For the council to consider the Memberships, Liaison Officers and Responsibilities for 2026/2027.</p>																																																																																																						
16.		<p>Receipt Matters: May 2026</p> <p>01/05/2026 – Drighlington Community Library monthly rent- £260.00</p> <p>11/05/2026 – HMRC VAT Reclaim - £319.39</p> <p>11/05/2026 – Unity Trust Bank reversal - £9.85</p> <p>20/05/2026 – Drighlington Community Library annual insurance charge - £170.84</p> <p>22/05/2026 – HMRC VAT Reclaim - £121.03</p>																																																																																																						
17.		<p>Payments To consider approving (June 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>1.R</td> <td>Sorkin Brown Limited DD</td> <td>June 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>£25.27</td> <td></td> <td>£25.27</td> </tr> <tr> <td>3.R</td> <td>British Gas Lite DD</td> <td>Monthly Utility payment for the Hub</td> <td>£111.40</td> <td>£5.57</td> <td>£116.97</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>Monthly Service Charge 2026</td> <td>£6.77</td> <td></td> <td>£6.77</td> </tr> <tr> <td>6.</td> <td>Sorkin Brown Limited</td> <td>Annual Insurance Charge</td> <td>£293.70</td> <td></td> <td>£293.70</td> </tr> <tr> <td>7.</td> <td>Drighlington Methodist Church</td> <td>Room Hire (2 May meetings and use of the kitchen)</td> <td>£125.00</td> <td></td> <td>£125.00</td> </tr> <tr> <td>8.</td> <td>Pension Payments DD</td> <td>June 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>9.</td> <td>HMRC Payment</td> <td>June 2026</td> <td>TBC</td> <td></td> <td>TBC</td> </tr> <tr> <td>10.</td> <td>Salaries</td> <td>June 2026</td> <td>Redacted</td> <td></td> <td></td> </tr> <tr> <td>11.R</td> <td>NatWest Bank</td> <td>Monthly Bank Charges</td> <td>£1.05</td> <td></td> <td>£1.05</td> </tr> <tr> <td>12.R</td> <td>HP Instant Ink – Automatic Payment</td> <td>Monthly HP March payment</td> <td>£9.16</td> <td>£1.83</td> <td>£10.99</td> </tr> <tr> <td>13.R</td> <td>Drighlington Community Library</td> <td>Donation S137</td> <td>£50.00</td> <td></td> <td>£50.00</td> </tr> <tr> <td>14.R</td> <td>Drighlington Bowling Club</td> <td>Donation S137</td> <td>£50.00</td> <td></td> <td>£50.00</td> </tr> <tr> <td>15.R</td> <td>1ST Drighlington Girls' Brigade</td> <td>Grant S137</td> <td>£500.00</td> <td></td> <td>£500.00</td> </tr> <tr> <td>16.R</td> <td>Drighlington Coffee Pot/Memory Cafe</td> <td>Donation S137</td> <td>£50.00</td> <td></td> <td>£50.00</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	June 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub	£25.27		£25.27	3.R	British Gas Lite DD	Monthly Utility payment for the Hub	£111.40	£5.57	£116.97	4.R	XLN Daisy DD	Monthly DD payment March 2026 The Hub	£60.10	£12.02	£72.12	5.	Unity Trust Bank - Automatic	Monthly Service Charge 2026	£6.77		£6.77	6.	Sorkin Brown Limited	Annual Insurance Charge	£293.70		£293.70	7.	Drighlington Methodist Church	Room Hire (2 May meetings and use of the kitchen)	£125.00		£125.00	8.	Pension Payments DD	June 2026	Redacted			9.	HMRC Payment	June 2026	TBC		TBC	10.	Salaries	June 2026	Redacted			11.R	NatWest Bank	Monthly Bank Charges	£1.05		£1.05	12.R	HP Instant Ink – Automatic Payment	Monthly HP March payment	£9.16	£1.83	£10.99	13.R	Drighlington Community Library	Donation S137	£50.00		£50.00	14.R	Drighlington Bowling Club	Donation S137	£50.00		£50.00	15.R	1 ST Drighlington Girls' Brigade	Grant S137	£500.00		£500.00	16.R	Drighlington Coffee Pot/Memory Cafe	Donation S137	£50.00		£50.00
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	17.	DSA Gardening	Balance - Cherry Tree Invoice	£580.00		£580.00
	18.	Brealeys Solicitor	Invoice for the preparation of the licence with Drighlington Community Library (liability carried forward 2025/2026)	£378.70	£90.74	£469.44
	19.	Heelis & Lodge	Internal Audit 2025/2026	£350.00		£350.00
	20.	DSA Gardening	Invoice 0012	£360.00		£360.00
	21.R	Morrisons	Annual Parish Meeting	£86.50		£86.50
	22.R	Morrisons	Annual Parish Meeting	£56.02		£56.02
	23.R	Unity Trust Bank	Bank Fees 31/05/26	£9.85		£9.85
			TOTAL	£3603.62+	£110.16	£3713.68+
18.	Date of the Next PC Meeting: Ordinary Parish Council Meeting: 20th July 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church. Agenda cut-off: 11th July 2026					