



Drighlington Parish Council

The Community Hub
1A, Moorside Approach
Drighlington BD11 1JF

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Dated: 16th September 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 21st September 2026** to transact the business set out in the agenda.

Signed: Jill Davis

Jill Davis 16/09/2026

*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 21st September 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 ordinary Parish Council meeting held on the 17 th August 2026. b) For the council to consider approving the draft minutes of the extraordinary Parish Council meeting held on the 24 th August 2026
6.	Public Participation: a) Representation from members of the public on the business of the agenda for the meeting. b) To receive reports from the Police. c) To receive reports from invited guests and Leeds City Councillors.
7.	Hub Matters: a) For the council to note that Cllr Roebuck will update the council concerning the utility/broadband providers at the October PC meeting. b) For the council to approve Cllr Roebuck to switch on the heating when it is required. c) For the council to note the final British Gas Lite electricity invoice is £18.92.
8.	Administration Matters: a) For the council to note the clerk's holiday. b) For Cllr S Edwards to announce the winners of How Does Your Garden Grow You Competition 2026.

	c) For the council to consider approving the draft Lone Working Policy. d) For the council to consider approving the draft Unacceptable Behaviour & Vexatious Policy. e) For the council to note that the Limited Assurance Review has been completed for 2025/2026. f) For the council to note the External Auditor's Report and Certificate for 2025/2026 have been received and are in accordance with Proper Practices. g) For the council to approve the Notice of Conclusion of Audit for 2025/2026 from 24/09/2026 – 30/11/2026. h) For the council to consider rescinding the FOI, Vexatious Requests Complaints Policy. i) For the council to consider approving the suggested meeting dates for 2027.
9.	Financial Matters: a) For the council to note the bank balance - Unity Trust Bank current account August 2026 - £7,838.58 b) For the council to note the bank balance - Unity Trust Bank instant access account for August £114,908.30. c) For the council to note the bank balance - Redwood Bank for August 2026 £11,411.82. d) For the council to note the Bank Balance – NatWest £0.00 e) For the council to consider approving the clerk's expenses for September £351.21 f) For the council to consider approving DSA's Gardening invoice £455.00 g) For the council to note the annual automatic pay increase has been agreed and is backdated from 01/04/2026 and will be actioned in the September 2026 payroll. h) For the council to approve the transfer of £48,417.60 (Phase 2 invoice) from the Unity Trust Instant Access Account to the Unity Trust Current Account. i) For the council to approve the payment of £48,417.60 to Leeds City Council. j) For the council to consider approving the PKF Littlejohn invoice £504.00. k) For the council to consider approving the August bank reconciliation.
10.	Planning Matters: (to the publication of the agenda and to consider any actions) a) Planning Applications: a.1) 26/04337/FU/SW. Retrospective conversion of integral garage to form habitable room and erection of new detached outbuilding to form garage to rear. 269 Whitehall Road Drighlington. BD11 1BH. a.2) 26/04935/FU/SW. Change of use from Medical Centre Storage Unit to two self-contained flats, removal of existing front extension and construction of new smaller front single-storey extension. 147 King Street. Drighlington. Bradford. a.3) 26/04887/FU/SW. Demolition of conservatory, construction of two storey rear extension; new door to rear and replace door to side with window. 22 Hodgson Lane. Drighlington. Bradford b) Planning Decisions: b.1) 26/03812/FU. Single storey side and rear extension with solar panels to roof and alterations to garage and driveway. 18 Adwalton Green Drighlington BD11 1BT. Decision – Grant of Full Planning Permission. b.2) 26/03740/DPD. Change of use from Commercial, Business and Service (Use Class E) to Two Dwellinghouses (Use Class C3). 147, King Street. Drighlington. BD11 1EJ Decision – Application withdrawn. b.3) 26/03443/COND. Consent, agreement or approval required by conditions 4 (Trees) and Biodiversity Net Gain of Planning Application 25/03582/FU. Muddy Boots Nursey, The Stables, Hodgson Lane. Drighlington. BD11 1BJ Decision – Discharge of conditions approved. b.4) 26/03087/FU. Replacement of existing outbuilding flat roof to pitched roof. 22 Winterfell Road. Drighlington. BD11 1EG. Decision – Grant of Full Planning Permission. b.5) 26/02013/FU. Three dwellings with domestic garden and parking areas, creation of new access road. Land Off King Street. Drighlington. Bradford. Decision – Grant of Full Planning Permission. b.6) 25/02241/FU. Demolition of existing car garage and service station and totem sign. Erection of four new storage units with new gates, boundary wall to front. ABS Vehicle Services, Highfield Garage. 105 – 111 Wakefield Road. Drighlington. Bradford. BD 11 1DH. Decision – Grant of Full Planning Permission. c) Planning Matters: c.1) For Cllr Baxter to provide an update on the redevelopment of the Premier Inn at the Old Brickworks, make any recommendations where appropriate, and for the council to consider any actions arising from the update. c.2) For the council to consider approving the West Yorkshire Mass Transit: Spatial Development Framework Joint Development Plan response. c.3) To note that a new version of the National Planning Policy Framework (NPPF), published in August 2026, has been released.

11.	Reports: Committee's, Cllrs & Clerk: and to consider any actions a) For Cllrs M Hughes and Milomo to update the council concerning the defibrillators. b) For the council to consider any actions from the Cllr reports. c) For the council to consider any actions from the Clerk's report. d) For Cllr North to provide an update concerning Highway matters, and for the council to consider any actions arising from the update.																																																																		
12.	Parish Activities: a) For the planting team to update the council and for the council to consider any actions from the update. b) For the council to consider approving the cost of autumn planting £150.00. c) For the council to note the hedge cutting at the trim trail has been actioned. d) For Cllr Irving to update the council concerning the recent litter pick event e) For Cllr C Edwards to update the council concerning the official opening of the Park phase 2 extension f) For the council to consider approving the dates for First Aid Awareness courses – Cllr Parker g) For Cllr S Edwards to update the council regarding the public meeting concerning the racing on the A650 Drighlington Bypass and to consider any further actions including potentially relocating the SID devices. h) For the clerk to update the council regarding Christmas 2026 and consider any further actions including the costs for installing and deinstalling the Christmas features and lights. i) For the clerk to update the council regarding Remembrance Sunday and consider any further actions from the update. j) To Discuss and vote on the Parish Council's involvement, to organise and run the Gala directly or provide a grant to a third party to organise and run the Gala as per 2026 – Cllr Baxter. k) To consider approving the appointment of a Gala Liaison, as requested by Cllr North. Cllr North wishes to undertake this role. This item was deferred from the August Parish Council meeting. l) For the council to consider a Halloween Photo Competition, with a prize budget of £60.00, in line with the budget allocated for the Yorkshire in Bloom/How Does Your Garden Grow. If approved, the competition will run from 1 October 2026 to 4 November 2026. m) For Cllr M Hughes to update the council concerning the grit bins in the village and to consider any actions from the supporting paper provided. n) For the council to consider accepting a donated silhouette honouring Her Late Majesty Queen Elizabeth II and, if accepted to discuss its location. o) For the council to considering approving an additional litter bin for the park – green bin £750.00																																																																		
13.	Grants & Donations: a) For the council to consider approving a donation of £100.00 Drighlington Methodist Church (Cllr S Edwards). b) For the council to consider approving a donation of £500.00 to St Paul's Church (Cllr S Edwards)																																																																		
14.	Receipt Matters: August 2026: 01/08/2026 - £260.00 – Monthly rent received Drighlington Community Library. 20/08/2026 - £474.17 HMRC Vat Reclaim 26/08/2026 - £125.00 Christmas Sponsorship 27/08/2026 - £375.00 Christmas Sponsorship																																																																		
15.	Payments: To consider approving (September 2026) R=Retrospective. The council may wish to consider approving the invoices en bloc <table><tr><th>No:</th><th>Name:</th><th>Reason:</th><th>Subtotal:</th><th>VAT:</th><th>Total:</th></tr><tr><td>1.R</td><td>Sorkin Brown Limited DD</td><td>September 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>£18.55</td><td></td><td>£18.55</td></tr><tr><td>3.R</td><td>British Gas Lite DD</td><td>Monthly Utility payment for the Hub</td><td>TBC</td><td></td><td></td></tr><tr><td>4.R</td><td>XLN Daisy DD (No invoice)</td><td>Monthly DD payment September 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>£7.00</td><td></td><td>£7.00</td></tr><tr><td>6.</td><td>Drighlington Methodist Church</td><td>Room hire Invoice 1223</td><td>£85.00</td><td></td><td>£85.00</td></tr><tr><td>7.</td><td>DSA Gardening</td><td>Invoice Number 0015</td><td>£455.00</td><td></td><td>£455.00</td></tr><tr><td>8.</td><td>Leeds City Council</td><td>Phase 2 Park extension Invoice number 7001878574</td><td>£48,417.60</td><td></td><td>£48,417.60</td></tr><tr><td>9.</td><td>Pension Payments DD</td><td>September 2026</td><td>Redacted</td><td></td><td></td></tr><tr><td>10.</td><td>HMRC Payment</td><td>September 2026</td><td>£1033.35</td><td></td><td>£1033.35</td></tr></table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Sorkin Brown Limited DD	September 2026 Rent	£500.00		£500.00	2.	Business Stream	Monthly Water Charge for the Hub	£18.55		£18.55	3.R	British Gas Lite DD	Monthly Utility payment for the Hub	TBC			4.R	XLN Daisy DD (No invoice)	Monthly DD payment September 2026 The Hub	£60.10	£12.02	£72.12	5.	Unity Trust Bank - Automatic	Monthly Service Charge 2026	£7.00		£7.00	6.	Drighlington Methodist Church	Room hire Invoice 1223	£85.00		£85.00	7.	DSA Gardening	Invoice Number 0015	£455.00		£455.00	8.	Leeds City Council	Phase 2 Park extension Invoice number 7001878574	£48,417.60		£48,417.60	9.	Pension Payments DD	September 2026	Redacted			10.	HMRC Payment	September 2026	£1033.35		£1033.35
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		11.	Salaries	September 2026	Redacted		
		12.	Jill Davis	September 2026 Expenses	£330.87	£20.34	£351.21
		13.	PKF Littlejohn	Limited Assurance Review 2025/2026 Invoice SB20261374	£420.00	£84.00	£504.00
		14.	Drighlington Cricket Club	Grant for Drigmass	£4,000.00		£4,000.00
		15.	British Gas Lite	Final Invoice	£18.02	£0.90	£18.92
				TOTAL	£55,345.49	£117.26	£55,462.75
16.		Date of the Next PC Meeting: Ordinary Parish Council Meeting: 19th of October 2026 @ 7.00pm in the Main Hall at Drighlington Methodist Church. Agenda cut-off: 10th October 2026					