THORNER PARISH COUNCIL

ACTION PLAN 2025

Item	**Action Required/Comments**	**Action Date**	**Participants**	**Action taken/ Date Completed**
Repair of bench on Milner Lane	New steps required.	February	Wayne Donnelly Highways Service Area Manager Leeds CC Cllr Wallis Cllr Firth	Email confirmation received that Leeds CC will investigate. Cllr Firth to seek update. **August;** It was confirmed that although the bench was on the Leeds CC highway verge, the fact that it was maintained by the Parish Council and the platform and steps were to facilitate the bench and would serve no other purpose, it was not for Leeds CC to repair. GIven the bench was only occasionally used, it was agreed to not take further action.
80th Anniversary of VE Day on Thursday 08th May 2025.	To arrange how this can be acknowledged/ commemorated.	April	Royal British Legion Parish Council	Website information www.VEday80.org.uk Parish Council meeting 14th January PC meeting it was agreed to liaise with RBL about involvement with organising an event. Permission given to RBL to use Millennium Green for a beacon lighting event and to fly a VE Flag.
Consider work to be done on trees (Spanish	Arrange inspection to establish condition or appoint tree surgeon to carry out	April	Parish Council	Prior to any work being carried out on any of the trees on Millenium Green,

Oak) on Millenium Green.	necessary work on the tree and the others next to it			which are or are not damaged, a meeting would be arranged to decide what if any work should be done. **April.** PC meeting the Clerk would arrange to meet with a tree surgeon to obtain an opinion on what action to take. **June**. Meeting held with Tree Surgeon Clerk and Councillors **July.** Clerk to make enquiry with Leeds CC Tree Officer for removal. Confirmed that an application is required. See February date below.
Holes appearing in the ground meshing on the Butts Garth village green.	Arrange visit to inspect and decide on what action to be taken	May	Cllr Mycock and the Clerk	**June;** The Clerk had placed some stone gravel in the holes. **TBC** Needs overlaying with soil
Blue industrial splash proof sockets inside the electric enclosure on Millennium Green	Provision of further 13 Amp sockets from existing 3 x 32Amp sockets	June	Cllr Wallis to seek quotes.	Quotes had been received and would be presented for a decision to be reached. It was agreed at the July PC meeting to appoint one of the contractors who had submitted a quote. **August;** Work completed
Parish Council flower boxes/planters/ pollinators	Arrange maintenance and/or repair of the wooden ones (7 of 9 are wooden), Fitting of plastic liners. Provide water retaining compost or granules. Planting needs to be drought tolerant by	July	Cllr Llewellyn Cllr Wilson	**July;** A volunteer now found to do the watering and maintenance for Bramham Road planter. **July** Funding had been received from the

	using colourful plants that stay compact & are attractive to bees & pollinating insects. Seek funding/ sponsorship to pay for flowers and signage		The Clerk	generosity of individuals that has paid for the plants used in some planters and also the flower beds arrange a poster advertising sponsorship and seek agreement for content. Seek a quote for watering if no designated waterer.
Rose beds at memorial area on Millenium Green	Purchase of plants	July	Cllrs Llewellyn and Mycock	Completed. **July** Funding had been received from the generosity of individuals that has paid for the plants used in the flower beds
Millennium Green Christmas Tree	Reduce width and height	September	Parish Council	Due to purchase of the LED Christmas Tree no action to be taken.
Parish Council flower boxes/planters/ pollinators	New plants in the Kirkhill planters need to be cut down when they have finished flowering.	September/October	Cllr Llewellyn	**August** Funding received from Leeds CC Ward Councillors and also permission for the Parish Council to accept responsibility to maintain them.
Christmas gifts for school children	To purchase wool, chocolates and decorations	September	Cllrs Wallis and Wilson	**August** Good purchased by Parish Council. **TBC** Arrangements to provide Christmas gifts for the school children who were present at Millennium Green on the day of the event

Flagpole	To arrange for it to be cleaned	October	Cllr Scott	**September** Quote received and accepted for work to commence.
Replace Star On Christmas Tree	Get a new larger star from the company supplying the lights which runs on low voltage & would plug into the hub at the top of the tree	October	Parish Council	Not required due to purchase of LED tree.
Fitting lights on the Millennium Green Christmas Tree	Arrange Volunteers to assist with erection of scaffold and positioning of lights	November	Parish Council	Not required due to purchase of LED tree.
Erection of LED Christmas Tree	Agree procedure/timetable to install and confirm switch on 1st December to coincide with the village Xmas Trees	November	Parish Council	**September** Switch on agreed 6th December 2025 at 4.30pm, **W/c 20th October** Practice session for erecting the tree prior to the event.
Sale of scaffolding	Decision to be taken if no longer required for Christmas Tree on Millennium Green	November	The Clerk	No longer required due to purchase of the LED Christmas Tree. **September** A cash offer of £450 had been received for the scaffold which was conditional on a time limited basis, Agreed to delay any decision to allow for another offer.
Village Spring Clean	Decide how this is to be organised and implemented	November	TBA	
Wooden post on Millennium Green	Removal required	November	TBA	
	All slats need to be replaced.	February	TBA	

Wooden slats on the bridge to the Tower climber.				
Submit application to Leeds CC Planning for work to be done on Spanish Oak tree on Millenium Green.	Remedial work consisting of removal of two branches and minimal trimming of secondary branches to perform a crown uplift to aim for a more vertical form.	February	The Clerk to submit application	
New gate and metal fence for the playground	To obtain quote	March	Councillor Llewellyn	**September** Quotes received.
New email address for the Parish Council	New email address required to comply with changes introduced by the external auditors	March	The Clerk	Initial discussion at the July PC Meeting **September** Due to audit expectation, the Clerk would need to action the new email address for the Parish Council rather than wait till March 2026.
Planting of new trees	To replace those previously removed	April	TBA	