

THORNER PARISH COUNCIL
Minutes of the Parish Council meeting held on Tuesday 08th
July 2025 at the Over 60's Bungalow, Main Street, Thorne.

Present;

Councillors: A.Scott (Chair), R.Brittain, V.Forster, J.LeRoy, S.Llewellyn,
T.Mycock, A.Wallis and C.Wilson.

In attendance: Clerk to the Council; Barry Riley.

7 members of the public were in attendance for parts of the meeting.
Ward Councillor Firth.

1.Apologies.

Full attendance.

2.Ethical Code.

No interests were disclosed.

3.Minutes.

The minutes of previous Parish Council meetings, were approved and signed by the Chair Councillor Scott.

4.Admission of the public and press and representations.

a) There was no person wishing to record the meeting.

b) A representation notified to the Clerk before the meeting was received from Emma Towers the Leeds CC PROW Engagement Officer, she presented documentation on the Parish Paths Partnership (a copy would be forwarded to the Clerk to place on the website) and a sample original agreement from 2009 and discussed future proposals for the partnership, such as providing an online system to submit surveys. Confirmation was sought on the number of footpaths the Parish Council were responsible for, which was thought to be only 3, but according to the sample agreement there was an obligation to carry out a survey and complete a report for all definitive footpaths within the Parish boundary and where necessary carry out works, the work required would be the basis for funding being provided, the PROW Officer was not sure why it was thought the Parish Council was responsible for only 3. Comment was made that some hedges adjoining footpaths had been damaged with holes being created in them for access, this was a concern for farmers at risk of losing sheep through the holes. It was also reported that there were a number of damaged/rotten stiles which the PROW Officer duly noted.

c) Members of the public made representations not notified to the Clerk before the meeting about the following;

The landlord of 'The Fox' public house informed members that he had submitted a pre-planning application to Leeds CC for outside sheds to the rear garden for use as an outside bar and summer house, he stated that he had received a positive response, he was informed the Parish Council would not comment until the application was received.

A tenant of a garden plot had some of his produce stolen and reported that the garden gate was damaged.

A resident had not received the letter which was to be sent from the Ironman event organizers and commented on the lack of communication.

It was noted that the April minutes (minute 4.d)) referred to making use of the SID (speed indication device), the resident who queried if it had been done was informed it had been. It had been observed that a survey team from Leeds CC Food Alleviation were in the field by Westfield Lane, a public meeting would be arranged to present the results.

The damage to the picnic bench (see minute 14. 10th June 2025) was thought to have been caused by machinery.

d) Ward Councillor Firth stated that incidents of anti-social behaviour involving motorbikes being driven recklessly along Main Street needed all residents to report it to the Police.

Members were informed that the Police NPT reporting system had now been replaced with another form of reporting.

A review of all signage on the ELOR was to take place.

Consideration was to be given to changing the yellow lineage at the junction of Carr lane/Stead Lane, but he cautioned that implementation of any proposal would take time.

With regard to the damage to the bridge wall and the hole in the boundary wall in the field by Westfield Lane, the local authority or the estate owners were not taking responsibility to affect repairs.

The Local Authority would be investigating incidents of anti-social behaviour (see minute 6.)

The report of straw gathering in the kerbside on Main Street had been reported to Leeds CC Street Cleansing.

He had not received an update on the provision of dog bins.

Given the significant development for 6 The Close (see minute 4.c) 10th June 2025), he had referred it to Leeds CC Plans Panel for a decision.

He reported that he had been assured that the condition of road surfaces for the Ironman event would be of the highest quality, however this was disputed given the condition of some of the work already carried out on the potholes on Carr Lane.

5. Confidentiality.

There were no agenda items requiring discussion that would require the exclusion of the public and press.

6. Police.

The link for reporting non-emergency crimes or Anti-social behaviour is

www.westyorkshire.police.uk

The link for the Police web site-

<https://www.police.uk/your-area/west-yorkshire-police/leeds-north-east/>

The Clerk commented that the information on the crime map was still showing the April figures which were reported at the previous meeting.

Community Alert scheme.

<https://www.westyorkshire.police.uk/west-yorkshire-community-alert>

Councillor Scott informed members that he, Councillor Wallis and the Clerk had attended the latest PACT meeting held at Wetherby Police Station. Information received at the meeting and discussion about anti-social behaviour at one of the public houses in Thorner had been sent (and circulated), in the communication from Ward Councillor Robinson along with the report. Of note was that Thorner had the lowest crime statistics for the Harewood Ward. The next PACT meeting would be on 14th August 2025 at Thorner Victory Hall.

7. Planning applications/appeals/enforcement action, received.

7.1 Having discussed application 25/03401/FU, for The Grove, Sandhills, it was noted that it was a sizeable development in the Conservation area of Thorner, but the main concern was the assertion that trees or hedges needed to be removed or pruned in order to carry out the proposal. The Clerk was asked to submit comment that there was no further information on any provision to replace the loss of the trees or hedges that will have an impact on the environment.

7.2 Members duly noted the information provided in the planning log.

8. Financial Matters.

8.1 Members were informed about the payments for July 2025;

Resolved: that the following be approved and passed for payment:

Accounts for Payment:

Date prepared	Jul-25			
EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£759.76		£759.76
BACS	B Riley Home Allowance/Mileage	£27.00		£27.00
BACS	British Telecom - Phone	£38.19	£7.64	£45.83
D/Debit	Nest - Pension	£67.49		£67.49
BACS	Digitprinting	£110.00		£110.00
BACS	Viscount Pollington - Mexborough Est.	£50.00	£10.00	£60.00
BACS	J W Consultants	£200.00	£40.00	£240.00
BACS	Parks Services Ltd-Grounds Maintenance	£460.00		£460.00
BACS	S.Brittain - Grounds Maintenance	£714.00		£714.00
D/Debit	HSBC - Bank Charges	£8.00		£8.00
	Total Payments	£2,434.44	£57.64	£2,492.08

8.2 Members were in agreement with the content of the monthly budget monitor and bank reconciliation report for appropriate governance.

8.3 The quarterly account statement was duly noted.

8.4 To enable further consideration to be given for signage to be placed on new benches and planters, quotes would be presented at the next Parish Council meeting.

8.5 It was agreed as follows For; 6 Against 0, to accept the quote of £1800.00 for border works to Millenium Green.

8.6 It was agreed as follows For; 6 Against 0, to accept the quote of £1700.00 for laurel hedge and tree works on Millenium Green.

8.7 Having given consideration to the quote received for replacement of the Jubilee Tree stone with a slate effect plaque, it was agreed to accept it.

8.8 Having given consideration to the quote received for the cost of having an SSL Certificate for security of the website, it was agreed to accept it.

The Clerk also made reference to the S/-PPP (Smaller Authorities Proper Practices Panel) Practitioners Guide 2025 concerning Governance and Accountability for smaller Authorities in England, specifically Section 1, Assertion 10 – Digital and data compliance, which would appear on the AGAR 2025-26. This related to email management and the need for the Parish Council to have a generic email account hosted on an authority owned domain. The existing email account used by the Clerk would need to be changed, this matter would be added to the Action Plan.

9. Action Plan.

The updated report was issued to members for approval.

The relevant actions completed and to be undertaken were noted and agreed.

The latest version of the plan would be updated on the website.

10. Matters arising from previous minutes.

It was acknowledged that thanks had been received from the Over 60's Bungalow Association for the use of the Boules Shelter.

Thanks were recorded for the volunteer who had agreed to water and maintain the planter on Bramham Road

An acknowledgement was given to the generosity of the individuals that have paid for the plants used in some planters and also the flower beds on Millennium Green.

Members duly noted the planned proposal from Leeds CC Planned Works for Communities, Housing and Environment, to be carried out on Butts Garth to stop vehicles damaging the grassed area.

11.Neighbourhood Plan Steering Group

Correspondence had been received on making some minor amendments to the plan, which when done would be issued to the Parish Council to agree.

12.To consider any new correspondence received and decide action where necessary.

Having given due consideration to the quote received from St Peters Church to repair the boundary wall next to the playground on Millennium Green and if the Parish Council would be willing to provide support towards this and other costs, it was agreed to not do so.

13.To receive reports from outside bodies.

Police PACT meeting (see minute 6.).

The Clerk and the Chair had attended the Highways & Transportation and Ironman Event meetings for Parish Councils on the 26 June 2025 on behalf of the Parish Council (the Clerk had produced a report of the meeting circulated to members), of note was that the HGV assessment survey revealed that only 2% of traffic movement related to HGV use, not a high enough percentage (10% required), for action to be taken.

14.To receive a report from the Clerk or Councillors, on any new or ongoing minor matters.

a. Following the Annual Parish meeting of Electors, one outcome was to arrange an annual spring clean, this would be arranged at a future date.

It was suggested that engagement with Electors could be arranged should the precept need to be increased significantly to provide the services needed without it impacting on administration costs.

b. It was noted that grounds maintenance status reports were being received from the contractor Sean Brittain, these were considered most informative. The issues raised in the April report would require alternative action being taken (see minute 8.5 and 8.6).

c. Councillor Wilson having recently attended a Leeds Festival Working Party meeting had requested that vehicle passes for residents were received in advance, these were expected late July early August. There was concern that the Leeds Festival Licensing Coordinator, was not aware that the Parish Council were now responsible for the issue of passes and not the TCF (Thorner Community Fund). An address list provided by Leeds CC Electoral Office was required and when received, volunteers were needed to deliver the passes, if extra passes were needed these would be available from the Over 60's Bungalow.

d. One area of concern identified in the post playground inspection report was the boundary wall (see minute 12.) An update would be provided on the other areas of concern identified.

e. Councillor Scott would arrange a flagpole service.

f. It was agreed to introduce an electronic flagpole checklist.

g. Councillor Scott agreed to update the bench policy.

h. Councillors who had not yet sent the Clerk their profiles for the website, were reminded to do so.

15.To notify the Clerk of matters for inclusion on the next Agenda.

Security of the Garden plots.

Repair to entrance gate to gardens.

Quotes for signage to be placed on new benches and planters.

16.Date of next meeting.

Resolved; that the next Parish Council meeting will be on Tuesday 12th August 2025 in the Over 60's Bungalow, Main Street, Thorner.

17.Matters to be discussed at the exclusion of the public and press.

No matters discussed.

Signed
Chair Thorner Parish Council

Date.....

The meeting closed at 9.46pm.