

THORNER PC								
Address	Planning No;	Work being done	Date	PC Mtg Date	Comments	Result	Appeal	Result
Meadow Croft, Sandhills	24/07304/FU	Part garage conversion to habitable room space; single storey rear extension; dormer window to rear; new patio door to rear with balustrade and new roof light to side	02.01.25	14.01.25	No objections	Approved 31.03.25		
6 The Close	24/05463/FU	Resubmitted plans for the erection of detached single storey annexe to form ancillary accommodation to side/rear, partial removal of existing fencing and erection of new fencing and gate, extension of hardstanding to front.	21.01.25	11.02.25	No comment	Approved 11.02.25		
54 Main Street	25/00956/FU	Replacement windows to front and rear	25.02.25	11.03.25	No objections	Approved 15.04.25		
Lowfield Cottage Carr Lane	25/01281/FU	Variation of condition 2 (Approved Plans) to previously approved Planning Application 24/02949/FU (Single storey extension to rear ; replacement of timber outbuilding to rear of garden) to amend pitched roof to flat roof on outbuilding	12.03.25	08.04.25	No objections	Approved 28.04.25		
Thornleigh 2 Spion Kop Claypit Lane	25/01339/FU	Single storey side extension, replacement roof to existing rear extension including roof windows, canopy to rear extension	12.03.25	08.04.25	No objections	Split Decision 14.03.25		
1 Kirkfield Avenue	25/01730/FU	Demolition of existing garage & outbuilding; Two storey side extension incorporating juliet balcony to side; New open porch to front; New render finish	31.03.25	08.04.25	No objections	Refused 13.05.25		
Former Site Of Mareda Sandhills	25/01713/FU	Addition of new entrance gate to front	01.04.25	08.04.25	No objections	Approved 10.06.25		
The Orchard Butts Garth	25/01837/FU	Single Storey other side extension, part single storey, part first floor side extension and new pitched roof dormer windows to front and removal of roof light	08.04.25	13.05.25	Object	Approved 18.06.25		
6 The Close	25/02503/FU	Retrospective application to change position of annex to rear, with amended velux and bathroom window, with raised patio and steps to side; new gate,fence and gate pillars with dwarf wall to front; gabion baskets to rear to lift ground level	08.05.25	10.06.25	Object	Withdrawn 18.07.25		
Miry Carr Farm Sandhills	25/03078/FU	New porch to front; double carport to front; demolish conservatory to rear and first/second floor windows to rear	30.05.25	10.06.25	No objections	Approved 14.07.25		
The Grove Sandhills	25/03401/FU	Single storey rear extension; terrace with glazed balustrade to rear at first floor; single storey side extension including partial demolition of existing rear wall; associated internal and external works including loft conversion with conservation roof-lights to front and rear; erection of detached outbuilding to side/rear, incorporating a garage, with green flat roofing and feature fence; new glazing to greenhouse; new door to bedroom to rear at ground floor	12.06.25	08.07.25	Submit comment			
1 Kirkfield Avenue	25/03889/FU	Demolition of existing garage/outbuilding to side; construction of a two storey side extension and new porch to front.	03.07.25	12.08.25	Object	Refused 20.08.25		
67 Main Street	25/04079/FU	Installation of an EV car charger to side	11.07.25	12.08.25	No objections	Approved 22.08.25		
Hillsmead Wetherby Road	25/04888/FU	Raise roof height, extension to gable and 2x dormer windows to rear with roof lights to each side	22.08.25	09.09.25				
The Barn Main Street.	25/04903/FU	Erection of a single storey extension to rear; erection of a detached car port to existing parking space; replacement roof to existing single storey element incorporating roof lights; new doors to rear and a door infilled to side; addition of a roof light to side; removal of a flue replacement doors and windows; partial new material finish incorporating additional render and replacement cladding.	28.08.25	09.09.25				

checked to W/C 01st September 2025

Terms	Terms	Terms	Terms
No objections	Approved	Yes	Dismissed
Submit Comment	Refused	No	Permitted
Object	Appeal		
Withdrawn	W/thdrawn		
Not recd	NDR- No Decision reqd		
No comment	Not avb for viewing		
	Not reqd		
	Split Decision		
	No objections		

Accounts for Payment:

Date prepared	Sep-25			
EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£783.78		£783.78
BACS	B Riley Home Allowance/Mileage	£27.00		£27.00
BACS	British Telecom - Phone	£38.20	£7.63	£45.83
D/Debit	Nest - Pension	£67.49		£67.49
BACS	Stockheld Farms Ltd	£698.75	£139.75	£838.50
BACS	PKF Littlejohn LLP	£210.00	£42.00	£252.00
BACS	Wolseley Ltd	£6.72	£1.34	£8.06
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	£3,013.94	£190.72	£3,204.66

Thorner Parish Council Cashbook
Aug-25
Payments

Date	EFT	Details	Admin	Gardens	Rents	Maitn - Annual Costs	Playground	Donations	Projects	S137	Total	VAT
		Bfwd	£8,448.33	£11.37	£60.00	£3,732.65	£132.00	£0.00	£30.00	£618.97	£13,033.32	£233.04
AUG	BACS	Clerks Salary	£759.75								£759.75	
	BACS	Salary Adjustment Apr -Aug	£130.13								£130.13	
	BACS	BTelecom	£45.83								£45.83	£7.64
	BACS	Clerk Expenses - Office	£27.00								£27.00	
	D/Debit	Nest Pension	£67.49								£67.49	
	BACS	Parks Services				£460.00					£460.00	
	BACS	S.Brittain				£714.00					£714.00	
	D/Debit	UGP				£34.66					£34.66	£1.65
	D Debit	Octopus				£21.15					£21.15	£1.01
	BACS	Bright Sparks Ltd								£144.00	£144.00	
	Ddebit	Business Stream		£30.10							£30.10	
	BACS	RA Electrical Services				£165.00					£165.00	
	BACS	Vision ICT	£65.00								£65.00	£10.83
		TOTAL	£9,543.53	£41.47	£60.00	£5,127.46	£132.00	£0.00	£30.00	£762.97	£15,697.43	£254.17

Receipts

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	CIL	Misc	Total	
AUG		Bfwd	£34,483.00	£48.00	£212.07	£1,286.00	£275.68	£0.00	£0.00	£0.00	£36,304.75	
	HSBC	Interest			£53.36						£53.36	
		TOTAL	£34,483.00	£48.00	£265.43	£1,286.00	£275.68	£0.00	£0.00	£0.00	£36,358.11	

Bank Reconciliation:

B/fwd £61,643.32
 Payments **-£2,664.11**
 Receipts £53.36

Total £59,032.57

Bank Balances

HSBC Revenue Account £20,395.25
 HSBC Capital Account £38,637.32

Total £59,032.57

QUOTATION

THORNER PARISH COUNCIL

SUB STATION PREMISES

BUTTS GARTH

THORNER, LEEDS.

THORNERPARISHCOUNCIL@GMAIL.COM

LS14 3EQ

HARRISON

FLAGPOLES | EDS | CREATIVE

Newton Aycliffe

County Durham
DLE 6611

Kingdom

United Kingdom

 **01325 355433**



www.weareharrisons.com

Service Address: Alistair Scott

THORNER PARISH COUNCIL

BOULES AREA

ADJACENT TO 31A MAIN STREET

THORNER

LS14 3DX

UK

Quote No.:	8/2025 - 12190
Quote Date	28/08/2025
Your Ref.:	
Sales Rep:	Kellyanne Miller
Account No.:	TH9940

Item Code	Description	Notes	Quantity	Unit Price	Total
Item Code	Description	Notes			Total
Hinged - 6m	1 x 6m Poles				320.00

Notes:

LEAD TIME 4-6 WEEKS

Lead time is approximately 4-6 weeks from receipt of signed artwork approval after confirmed order and advanced payment if applicable. If you require your purchase outside of our standard lead times we will endeavour to achieve this, but an express charge may be incurred.

Service, ground mounted pole

Service price assumes that the pole can be lowered to ground level or safely reached via the access method stated within the quotation. Please ask for an alternative price should this not be the case.

TERMS – Quotation is valid for 14 days from date of issue. All amounts are to be paid in Great British Pounds (£). Acceptance of quotation is agreement to our Terms and Conditions of trade.

[Terms and Conditions](#) [Warranty Statement](#)

SUB TOTAL	320.00
VAT	64.00
TOTAL	384.00



Please return your used flags, scrim and other fabric displays to us so we can upcycle them into useful products, in turn reducing the amount of plastics entering landfill.

Find out more at www.weareharrisons.com

It's estimated that:
895,000
tonnes of textile waste
enters landfill each year.

We offer
**environmentally
friendly**
alternatives for all of
our fabrics and materials

Synthetic polyester takes more than **100 years** to decompose.

Proud to be the
UK's first
to offer a fabric
upcycling scheme



A trading division of Glassfibre Flagpoles Ltd. Company Registration No: 2188107 VAT Registration No: 499 1677 78
Registered Office: Grindon Way, Aycliffe Business Park, Newton Aycliffe, Co. Durham DL5 6SH



The price includes the service and replacement standard 4 or 6mm halyard and clips only if required. Should any other parts be required during the service, these will be charged in addition and further charges would apply if we needed to return to site to complete works.

It is assumed that work permits, road closure and traffic management are not applicable, if it is deemed necessary then it is the responsibility of the client to arrange. This quotation does not include any special access equipment or skip hire if this is required there will be an additional charge.

If pre-site inductions lasting longer than 30 minutes on the day we start work are required, £100.00 plus VAT needs to be added to the installation fee. If inductions need to be pre-booked and are not available as we arrive on site, please contact us to confirm any charges applicable for us to attend on alternative dates / times.

If site specific method statements and risk assessments are required these are charged at an additional cost, generic are provided FOC on request. Should PQQ's or any other information on our company require completion, additional charges may also apply.

TERMS – Quotation is valid for 14 days from date of issue. All amounts are to be paid in Great British Pounds (£). Acceptance of quotation is agreement to our Terms and Conditions of trade.

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THORNER PARISH COUNCIL

ACTION PLAN 2025

<u>Item</u>	<u>Action Required/Comments</u>	<u>Action Date</u>	<u>Participants</u>	<u>Action taken/ Date Completed</u>
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.
80 th 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 14 th 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			<p>which are or are not damaged, a meeting would be arranged to decide what if any work should be done.</p> <p><u>April.</u> PC meeting the Clerk would arrange to meet with a tree surgeon to obtain an opinion on what action to take.</p> <p><u>June.</u> Meeting held with Tree Surgeon Clerk and Councillors</p> <p><u>July.</u> Clerk to make enquiry with Leeds CC Tree Officer for removal. Confirmed that an application is required. See February date below.</p>
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	<p><u>June;</u> The Clerk had placed some stone gravel in the holes.</p> <p><u>TBC</u> Needs overlaying with soil</p>
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.	<p>Quotes had been received and would be presented for a decision to be reached.</p> <p>It was agreed at the July PC meeting to appoint one of the contractors who had submitted a quote.</p> <p><u>August;</u> Work completed</p>
Parish Council flower boxes/planters/ pollinators	<p>Arrange maintenance and/or repair of the wooden ones (7 of 9 are wooden),</p> <p>Fitting of plastic liners.</p> <p>Provide water retaining compost or granules.</p> <p>Planting needs to be drought tolerant by</p>	July	<p>Cllr Llewellyn</p> <p>Cllr Wilson</p>	<p><u>July;</u> A volunteer now found to do the watering and maintenance for Bramham Road planter.</p> <p>To seek funding and arrange a poster advertising</p>

	using colourful plants that stay compact & are attractive to bees & pollinating insects. Seek funding/ sponsorship to pay for flowers and signage		The Clerk	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	Types of plants to be purchased agreed and quotes to be sought
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	TBA	
Christmas gifts for school children	To purchase wool, chocolates and decorations	September	Cllrs Wallis and Wilson	
Flagpole	To arrange for it to be cleaned	October	TBA	
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	Arrange Volunteers to assist with erection of scaffold and positioning of lights	November	Parish Council	Not required due to purchase of LED tree.

Christmas Tree				
Erection of LED Christmas Tree	Agree procedure/timetable to install and confirm switch on 1 st December to coincide with the village Xmas Trees	November	Parish Council	
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. Specification/bill of quantity required of goods.
Village Spring Clean	Decide how this is to be organised and implemented	November	TBA	
Wooden slats on the bridge to the Tower climber.	All slats need to be replaced.	February	TBA	
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	
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

ITINERARY - 2025

Time	Information
	FIRST PART.
09.45am	Police Arrival.
09.45am	Remembrance Parade participants arrive at the Ford/Westfield Lane.
09.50am	Police in position on Parade route at points 1, 2 and 3. (map below). Traffic prevented from travelling along the parade route till parade reaches the Church.
09.50am	First Aider in position follows the parade remains available till end of event.
09.55am	Parade Organisation Marshall assembles parade. Event Safety Officer and Crowd Manager in attendance along route.
09.57am	Police escort to front of parade.
10.00am	The parade starts. Leeds Pipe Band, followed by members of the RBL, Ward/Parish Councillors, Guides/Scouts and members of the public, will parade to St Peter's Church along Main Street (12 - 15 minutes duration).
10.15am	All will enter the Church, where a Remembrance Service will be held. Roadblock ceases. Police to remain available till SECOND PART.

Time	Information
	SECOND PART.
10.45am	Silence and laying of wreaths will take place outside the church at the Memorial within church grounds, buglar plays, congregation sing.
10:55am	Leeds Pipe Band re-assemble.
11.00am	Police back in position on Parade route at points 1. and 2. and at the flag pole 4.
11.15am	The parade recommences (via Police Escort) from the Church along Main Street back to the flagpole on Main Street.
11.20am	The parade ends and disperses Parade Organisation Marshall to oversee.

POLICE INFORMATION.

Escort to front of parade for **First part.**

Point 1 = Church Hill/Milner Lane junction.

Point 2 = Stead Lane/Carr Lane junction.

Point 3 = Westfield Lane/Main Street junction.

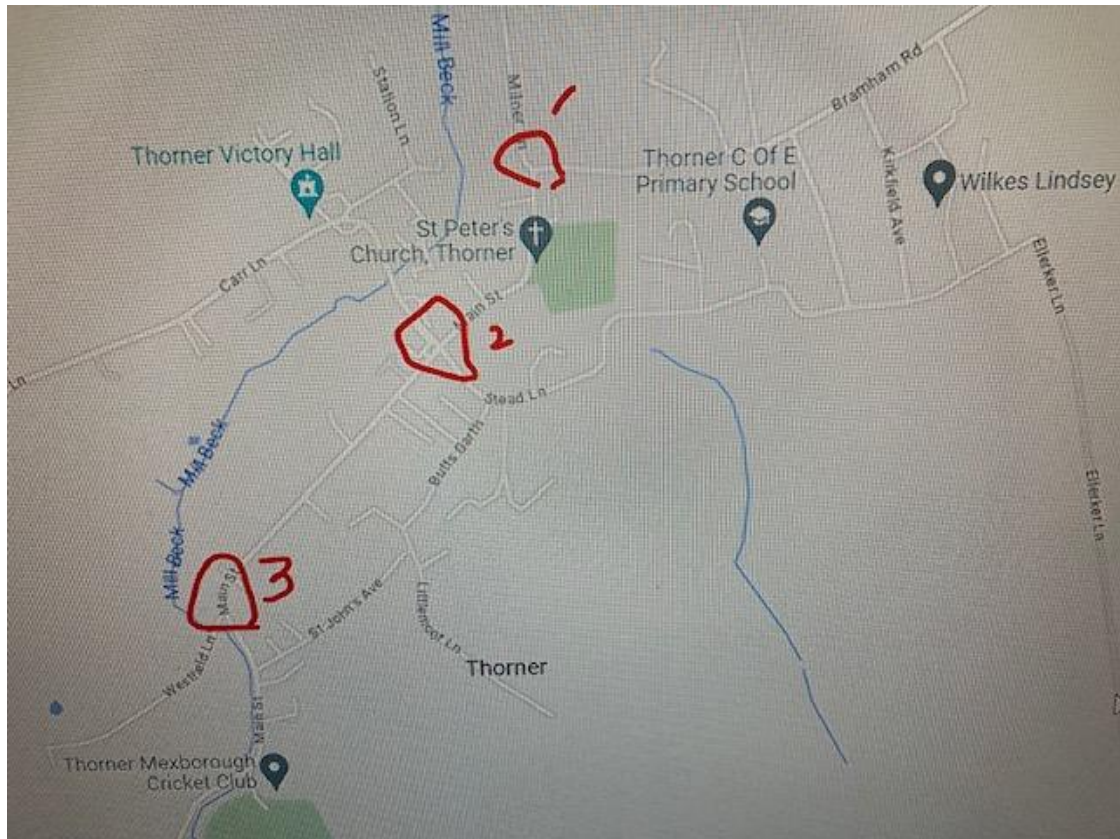
Escort to front of parade for **Second part.**

Point 1 = Church Hill/Milner Lane junction.

Point 2 = Stead Lane/Carr Lane junction.

Point 4 = Flagpole.

First Part.



Second Part.



Month	Action	Person/Group responsible for arranging
September	PC Meeting	Issue Timetable – The Clerk
September	PC Meeting	Confirm date of parade - RBL
September	PC Meeting	Confirm appointment of Event Safety Officer - ?
September	PC Meeting	Confirm appointment of Event Security Crowd Manager - ?
September	PC Meeting	Confirm appointment of Parade Organisation Marshall - Parish Councillor (who is contact point for Police).
September	PC Meeting	Confirm appointment of Bus Company contact – RBL (confirmation to be issued to the Clerk).
September	PC Meeting	Confirm contact for Police Operations Planning - The Clerk
September	PC Meeting	Confirm contact for Leeds CC Safety Advisory Group - The Clerk (who submits Event Notification Form).
September	PC Meeting	Confirm contact for Leeds Pipe Band – RBL
September	PC Meeting	Confirm appointment of Buglar - RBL
September	PC Meeting	Confirm invitation to Scouts & Guides - RBL
September	PC Meeting	Confirm arrangement for Church Service - RBL
September	PC Meeting	Confirm appointment of First Aider - ? (confirmation issued to the Clerk).
September	PC Meeting	Confirm Wreath Order for PC and laying of it - ?
September	PC Meeting	Dispersal of Parade - Parade Organisation Marshall

THORNER PARISH COUNCIL

Information Technology Policy - 2025

1. Introduction

The Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use this Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

This Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by this Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential data of this Parish Council should be stored and transmitted securely using approved methods. Regular data backups are performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

This Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by this Parish Council are for official communication only.

Emails should be professional and respectful in tone.

Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

This Parish Council's users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others.

9. Mobile devices and remote Work

A mobile device provided by this Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

This Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

This Parish Council will consider providing training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed periodically to ensure its relevance and effectiveness.

Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and Councillors are responsible for the safety and security of this Parish Council's IT and email systems.

By adhering to this IT and Email Policy, this Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted at a Parish Council meeting held on;

Date: _____

Signed

Barry Riley

Clerk to the Council

thornerparishcouncil@gmail.com