

		THORNER PC						
Address	Planning No;	Work being done	Date	PC Mtg Date	Comments	Result	Appeale	Result
37 Main Stret	25/07195/FU	Erection of two shed outbuildings to the rear garden of pub to be used as a bar and a summerhouse	15.12..25	13.01.26	Submit Comment			
Kirkfield Cottage Church Hill	26/00157/LI	Listed building application for replacement windows to existing openings to front, side and rear and bi-fold doors to existing opening	19.01.26	10.02.26				

checked to W/C 02nd February 2026

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Withdrawn	Wthdrawn		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

**Accounts for Payment:**

<b>Date prepared</b>	<b>Feb-26</b>			
<b>EFT Type</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
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	Viscount Pollington 1964 Settlement	£20.00		£20.00
BACS	Viscount Pollington 1964 Settlement	£100.00		£100.00
	<b>Total Payments</b>	<b>£1,036.47</b>	<b>£7.63</b>	<b>£1,044.10</b>

**Thorner Parish Council Cashbook**  
**Payments**

**Jan-26**

Date	EFT	Details	Admin	Gardens	Rents	Maintn-Annual Costs	Playground	Donations	Projects	S137	Total	VAT
JAN		Bfwd	£14,506.52	£295.92	£60.00	£13,657.88	£132.00	£1,219.99	£508.28	£1,478.53	£31,859.12	£649.74
	BACS	Clerks Salary	£783.78								£783.78	
	BACS	Clerk Expenses - Office	£27.00								£27.00	
	D Debit	Nest Pension	£67.49								£67.49	
	BACS	BTelecom	£45.83								£45.83	£7.63
	DDebit	UGP				£33.81					£33.81	£1.61
	DDebit	Octopus				£22.20					£22.20	£1.06
	DDebit	Octopus				£22.40					£22.40	£1.07
	BACS	Yorkshire Office Group	£43.20								£43.20	£7.20
	BACS	HMRC	£798.06								£798.06	
	BACS	RA Electrical Services				£50.00					£50.00	
		<b>TOTAL</b>	<b>£16,271.88</b>	<b>£295.92</b>	<b>£60.00</b>	<b>£13,786.29</b>	<b>£132.00</b>	<b>£1,219.99</b>	<b>£508.28</b>	<b>£1,478.53</b>	<b>£33,752.89</b>	<b>£668.31</b>

**Receipts**

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	CIL	Misc	Total	
JAN		Bfwd	£34,483.00	£48.00	£456.88	£1,286.00	£762.50	£650.00	£0.00	£0.00	£37,686.38	
	Tenants	Garden Rent		£494.55							£494.55	
	HSBC	Interest			£46.17						£46.17	
		<b>TOTAL</b>	<b>£34,483.00</b>	<b>£542.55</b>	<b>£503.05</b>	<b>£1,286.00</b>	<b>£762.50</b>	<b>£650.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£38,227.10</b>	

**Bank Reconciliation;**

B/fwd £44,199.15  
Payments **-£1,893.77**  
Receipts £540.72

**Bank Balances**

HSBC Revenue Account £3,971.16  
HSBC Capital Account £38,874.94

**Total £42,846.10**

**Total £42,846.10**

## THORNER PARISH COUNCIL

### ACTION PLAN 2026

<u>Item</u>	<u>Action Required/Comments</u>	<u>Action Date</u>	<u>Participants</u>	<u>Action taken/ Date Completed</u>
Village Spring Clean To include surfaces under benches on Millennium Green	Decide how this is to be organised and implemented	February	Volunteers	
Submit planning application to carry out work 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	
Housing for plastic tube on Millennium Green	To seek a new solution to the one used in December 2025	March	Councillors and Volunteers	
New gate and metal fence for the playground	Instruct Sutcliffe Playground services to commence work agreed in budget meeting	April	Councillor Llewellyn to progress order	
Planting of new trees	To replace those previously removed. Agreed in budget meeting	April		
Parish Council flower boxes/planters/ pollinators	To agree procedure for seeking sponsorship	April		
Surface of flowerbed area on Millennium Green		May		
Christmas gifts for school children	To purchase wool, chocolates and decorations	September		

Erection of LED Christmas Tree	Agree procedure/timetable to install and confirm the switch on for the lights would be 5 <sup>th</sup> December	November		

Quote 1 = all of Millenium Green.					
Quote 2 = 2025 scope of Millenium Green + the new grassed area.					
Quote 3 = minus Bee Pollinators / Planters.					
Quote 4 = restoration work done voluntarily.					
As requested quotes were itemised, and voluntary work removed (except now on Quote 4).					
Section Number	Name	Quote 1	Quote 2	Quote 3	Quote 4
One	Grass Verges	£125	£125	£125	£125
Two	Millenium Green	£2,375	£950	£950	£950
Three	Flower Beds by Memorial Stone (inc. large border from Main St to new grassed area)	£750	£750	£750	£750
Four	Millenium Green Benches	£250	£250	£250	£250
Five	Stead Lane / Kirkhills	£250	£250	£250	£250
Six	Flagpole / Boules Area	£250	£250	£250	£250
Seven	Butts Garth / Village Green / Littlemore Lane	£500	£500	£500	£500
Eight	Footpaths	£750	£750	£750	£750
Nine	Ford	£250	£250	£250	£250
Ten	Village Benches	£750	£750	£750	£750
Eleven	Village Signs	£500	£500	£500	£500
Twelve	Bee Pollinators / Planters	£250	£250		
<b>Sub Total</b>		<b>£7,000</b>	<b>£5,575</b>	<b>£5,325</b>	<b>£5,325</b>
Restoration	Ongoing work to improve presentation of certain areas e.g. Ford stonework and walls, Butts Garth footpath edges, Millenium Green footpaths and benches.	£700.0	£700.0	£700.0	£0.0
Baseline Costs	Standing Costs - Insurance, power, petrol, equipment & maintenance etc. (10% of sub total)	£700.0	£557.5	£532.5	£532.5
<b>Total</b>	<b>Based on ten three week cycles (April to October)</b>	<b>£8,400</b>	<b>£6,833</b>	<b>£6,558</b>	<b>£5,858</b>

Thorner Parish Council  
c/o Mrs Angela Wallis  
Manor Farm House  
Carr Lane  
Thorner  
Leeds  
West Yorkshire  
LS14 3EY

CORRESPONDENCE

19 December 2025

Dear Angela and all at Thorner Parish Council

Thank you so much for your kind donation of £200 raised from the sale of crocheted Christmas trees containing chocolate oranges. With your help, we can continue to provide expert hospice care to families across West, North and East Yorkshire.

Christmas is about making special memories, and every year we work hard to help families have experiences they can treasure forever. From our family Christmas party, which is packed with fun, food, entertainment and of course a visit to Santa, to helping a child make a Christmas card for their parents, we want to ensure families experience all the magic of the festive season.

But we are also here 24/7 throughout the Christmas and new year holidays, so if a child becomes unwell, or tragically is at the end of their life, families always have somewhere to turn for specialist care and support whenever they need us.

Families using Martin House know every Christmas with their child could be the last one, so we do all we can to help them make precious memories they can treasure forever, and we do thanks to your support.

With kindest regards,



Katy Hughes  
Fundraising Coordinator

**Garden Plot 8a.**

In relation to the fruit trees that are on our plot.

We are fortunate to have a few fruit trees (apple, pear and plum) who were obviously planted by a previous tenant.

We have really enjoyed the crops from the trees, although some of the fruit hasn't been as good a quality as we believe it could be, with this in mind we wanted to prune them slightly to enhance the health of the trees and their fruit.

In the agreement, in section 5 (n) it states *The Tenant shall not, without first obtaining the written consent of the Council, cut lop or fell any tree growing on the Garden.*

Could I please request permission from yourself/committee to prune them slightly?



## THORNER PARISH COUNCIL – COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about Thorne Parish Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.
2. This procedure does not cover complaints about the conduct of a Member of the Parish Council.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing within 35 days,  
by letter to;  
The Clerk to the Council, Sub Station Premises, 1 Butts Garth Walk Thorne Leeds  
LS14 3BT.  
or e-mail;  
[thorneparishcouncil@gmail.com](mailto:thorneparishcouncil@gmail.com)  
**If not received within the time period stated, the complaint will not be considered further.**  
If received, the complaint will be dealt with within 35 days of receipt.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should write to the Chair.
6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.  
  
(b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.
7. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.

9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary, such advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
14. The Council may consider dismissing the complaint if it is considered repetitious and vexatious.