

THORNER PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14th April 2026 at the Over 60's Bungalow, Main Street, Thorner.

Present;

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

Clerk to the Council; Barry Riley.

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

1. Apologies.

Councillor Scott.

The reason for not attending was accepted.

2. Ethical Code.

No interests were disclosed.

3. Minutes.

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

4. Admission of the public and press and representations.

a. The Clerk confirmed he was to record the meeting.

b. There were no representations notified to the Clerk before the meeting.

c. A resident made a representation not notified to the Clerk before the meeting about agenda item 10.a. and enquired if the proposed document for a limited maintenance agreement with Leeds CC PROW (see minute 11.c. 10th March 2026) had been sent to them, he was informed it had not been sent as no agreement had been reached at the previous meeting.

The resident also commented that a discussion had taken place involving the Thorner Heritage Group and Councillor Burrows (see minute 10.a.)

A resident would comment on minute 11.a.

A resident commented on the condition of the road surface at the top of Church Hill, Councillor Wallis would report it to Leeds CC.

d. No Ward Councillor in attendance.

5. Confidentiality.

There were no agenda items other than any itemised under agenda item 16. 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/pu/your-area/west-yorkshire-police/leeds-north-east/>

Councillor Wallis commented that there were 7 crimes recorded for February 2026. These were for drugs, public order, anti-social behaviour and theft.

Community Alert scheme.

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

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

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

8. Financial Matters.

8.1 Members were informed about the payments for April 2026;

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

Accounts for Payment:

Date prepared	Apr-26			
EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£774.28		£774.28
BACS	B Riley Home Allowance/Mileage	£27.00		£27.00
BACS	British Telecom - Phone	£43.90	£8.78	£52.68
D/Debit	Nest - Pension	£67.49		£67.49
BACS	Spar - Stamps	£6.80		£6.80
BACS	IPI Ltd	£115.00	£23.00	£138.00
BACS	YLCA	£542.00		£542.00
	Total Payments	£1,576.47	£31.78	£1,608.25

The Clerk presented to members an invoice received for £132 (not itemised in the payment list), relating to the work to secure the garden area. The Clerk was asked to make the payment rather than wait for it to be presented at the next meeting.

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

8.3 It was agreed to approve the quarterly budget monitor report.

8.4 Having received information from the Clerk that the previous internal auditor had now retired, it was agreed to appoint Brian Hopper to conduct the internal audit.

8.5 Having considered the grant application and supporting information provided for the Village Show, it was agreed that a grant of £250 be awarded, this would be subject to the organization having an appropriate bank account for the payment to be made.

9. Action Plan.

The updated report with the relevant actions completed and to be undertaken were noted and agreed. Specifically, further comment was made concerning arrangements for the village spring clean and that Leeds CC Cleaner Neighbourhoods Team be contacted to collect the rubbish acquired. Councillor Llewellyn also requested that if the Hi-Viz jackets were provided (see minute 11.b.) they be returned in time for the spring clean. Councillor Scott would be asked to arrange a first aider to be present and if he would be able to arrange the provision of walkie/talkie communications. Having deliberated on the response received from the Leeds CC Tree Officer to amend the proposed works to the Evergreen Oak on Millennium Green (submitted in the planning application), to the lesser more considered works suggested, it was agreed to accept the proposal. Councillor Mycock would arrange for the work to be carried out (subject to planning permission from Leeds CC), and a contractor engaged to remove the waste.

A resident was monitoring when the housing for a plastic tube on Millennium Green could be undertaken.

The provision of a new gate and metal fence for the playground was being progressed by Councillor Llewellyn.

Funding would be required if a number of new trees (rather than just one), were required, it was suggested that an approach be made to the Thorner Community Fund for funding.

Interests in sponsorship and sponsorship money had now been received towards the provision of planters/flower boxes/pollinators, Councillor Wilson was keeping a record and would update the Clerk in due course.

10. Matters arising from previous minutes.

a. Having considered that there was a change in funding and that it was unlikely that any

would be received (see minute 12.c. 10th February 2026) to assist with the role and obligations of the Parish Council regarding the Parish Paths Partnership agreement with Leeds CC PROW, it would leave the Parish Council with a financial burden to continue with any agreement and given the restrictive nature of some conditions (see minute 10. 12th August 2025), it was unanimously agreed to resign from the P3 agreement. The Clerk would inform the PROW Manager of the decision.

Comment was made about the information from Councillor Burrows about his meeting with representatives of the Thorner Heritage Group (see minute 11.c. 10th March 2026). It was the groups intention to carry out pathway maintenance and identify those footpaths which would benefit most, they would continue as volunteers but feel a grant from the Parish Council would be helpful in assisting them in providing this service. The Parish Council could support the group to continue the work they do by purchasing equipment and for Councillor Burrows to continue to liaise with the Group on behalf of the Parish Council.

b. Having received the Resilience Planning document presented by Councillor Llewellyn, it was agreed to adopt it.

c. Following discussion, it was agreed to remind the tenant of garden plot 6b, that the string marking to the edge of garden plot (which had been removed), was to assist with the reinstatement of the garden footpath. This was following the issue of letters to all plot holders in January 2025 and 2026 that it was a requirement of them as the plot holders to infill the area with soil as part of the reinstatement. The Clerk would contact the tenant.

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

a. A resident commented that despite being told by Leeds CC they had no policy on kerbside electric vehicle charging, he had sent a document which stated that Leeds CC was the first in Yorkshire to make cross-pavement EV charging and residents could now apply for an installation of the safe and secure cable channels. Although this would be a matter for Leeds CC to progress, the Parish Council could promote the idea and that funding was available, by posting information via its website and its facebook page.

b. Having discussed the procedure for the use of Parish Council owned equipment, the Clerk reminded Councillors of Financial Regulation 15.1 which stated that; the Clerk or member with access to such, shall be responsible for the care and custody of stores and equipment as such. It was agreed that rather than waiting for any request to use any equipment be placed on the agenda for agreement to be reached, equipment could be used subject to a member with access to the equipment (usually held in the Sub Station) being present and logging what had been removed and returned.

c. Having established procedure for the use of equipment (see above), it was agreed to the loan of Hi-Viz jackets and cones to the Thorner Heritage Group.

12.To receive reports from outside bodies.

With regard to the Leeds Festival, Councillor Wilson confirmed that the Over 60's Bungalow had been reserved for the issue of village access passes on the 19th and 20th August 2026.

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

a. Having reviewed the timeline document issued concerning procedure and circumstances relating to the re-issue of Garden Plot 2b, Councillor Wallis stated the Parish Council had made a mistake and apologised for the error and commented that procedures would need to be tightened. Although not previously discussed by members, Councillor Wilson suggested that because there was not another plot available at present, the situation could be resolved by placing the person who had his tenancy removed as first on the waiting list and that there would be no charge applied. However, the person who had his tenancy removed having been informed there had been a mistake wanted the matter resolving but also admitted that the payment required was sent late which had brought about these events. He had also had a conversation with the existing plot holder of 2b., who had stated

that he would be willing to share the plot. It was therefore suggested that it could be shared until such time until another plot became available to be allocated, it would be given to the existing plot holder of 2b. and the existing plot remain with the previous tenant. Councillor Wilson would in the first instance, speak to the existing plot holder and seek agreement from him to the proposal.

b. Having received two sets of minutes for the previous meeting, members were of the opinion that the minutes which offered more detail was preferred than those which prescribe to the minute guidelines document which was provided to members. Councillor Llewellyn commented that benches in the Boules area had damaged slats which required repairing before painting of benches (see minute 13.d. 10th March 2026), a contractor would be contacted to provide a quote.

Councillor LeRoy informed members that work to improve security (combination bolts and gate return springs) on the gardens was now complete. She would set the combination bolt to an agreed 4 number code, when done, she would inform the Clerk who would then notify plot holders.

Councillor Wallis discussed arranging the Annual meeting of Electors, the meeting last year took place prior to the Annual Parish Council meeting and suggested the same format be applied this year. If there was a new Chair and Vice Chair appointed it would be a task for them to organise this having just taken the position. The Clerk would contact the Over 60's bungalow organiser for room hire, to request the 05th May at 6.30pm and applying the same format as last year, would place on the website a request for articles within a time limited period. Councillor Wilson would also place the request on the Thorner Parish Council facebook page. In accordance with statutory requirements, the convening of the meeting was required, as the Chair of the Council was not available, two Parish Councillors (Cllrs Burrows and Mycock), convened the meeting.

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

Review of the garden tenancy agreement.

15.Date of next meeting.

Resolved; that the Annual Parish Council meeting will be held on Tuesday 12th May 2026 in the Over 60's Bungalow, Main Street, Thorner.

16.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 8.37pm.