

<b>THORNER PC</b>								
<b>Address</b>	<b>Planning No;</b>	<b>Work being done</b>	<b>Date</b>	<b>PC Mtg Date</b>	<b>Comments</b>	<b>Result</b>	<b>Appeale</b>	<b>Result</b>
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	Approved 03.02.26		
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	No objections			
The Vestry Church Hill	26/00809/FU	Replacement boundary fences to side and rear	25.02.26	17.03.26	No objections	Approved 16.04.26		

checked to W/C 04th May 2026

<b>Terms</b>	<b>Terms</b>	<b>Terms</b>	<b>Terms</b>
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Withdrawn	Wthdrawn		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>May-26</b>			
<b>EFT Type</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
BACS	Clerk Salary	£774.28		£774.28
BACS	Clerk Home Allowance/Mileage	£27.00		£27.00
BACS	British Telecom - Phone	£45.72	£9.14	£54.86
D/Debit	Nest - Pension	£67.49		£67.49
BACS	JRB	£246.00	£49.20	£295.20
BACS	S.Brittian Grounds Maintenance	£760.71		£760.71
BACS	B.Hopper Internal Auditor	£150.00		£150.00
BACS	Gallagher Insurance Brokers	£959.76		£959.76
BACS	Vision ICT Ltd	£411.25	£82.25	£493.50
	<b>Total Payments</b>	<b>£3,442.21</b>	<b>£140.59</b>	<b>£3,582.80</b>

**Thorner Parish Council Cashbook  
Payments**

**Apr-2026**

Date	EFT	Details	Admin	Gardens	Rents	Mantn - Annual Costs	Playground	Donations	Projects	S137	Total	VAT
		Bfwd	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
APR	BACS	Clerks Salary	£774.28								£774.28	
	BACS	Clerk Expenses - Office	£27.00								£27.00	
	D Debit	Nest Pension	£67.49								£67.49	
	BACS	BTelecom	£52.68								£52.68	£8.78
	D Debit	Octopus Energy				£26.80					£26.80	£1.25
	D Debit	Octopus Energy				£21.33					£21.33	£1.02
	D Debit	UGP				£33.43					£33.43	£1.59
	BACS	HMRC	£798.06								£798.06	
	BACS	YLCA	£542.00								£542.00	
	BACS	J W Consultants		£132.00							£132.00	£22.00
	BACS	Spar	£6.80								£6.80	
	BACS	Timpson		£18.00							£18.00	£3.00
		<b>TOTAL</b>	<b>£2,268.31</b>	<b>£150.00</b>	<b>£0.00</b>	<b>£81.56</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,499.87</b>	<b>£37.64</b>

**Receipts**

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	CIL	Misc	Total	
		Bfwd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
APR	Leeds CC	Precept	£35,979.00								£35,979.00	
	Leeds CC	Grant				£935.00					£935.00	
	Elves Volunteers	Xmas Tree Fund						£858.00			£858.00	
	Planters/Polnats							£75.00			£75.00	
	HMRC	VAT					£527.37				£527.37	
	HSBC	Interest			£40.82						£40.82	
		<b>TOTAL</b>	<b>£35,979.00</b>	<b>£0.00</b>	<b>£40.82</b>	<b>£935.00</b>	<b>£527.37</b>	<b>£933.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£38,415.19</b>	

**Bank Reconciliation:**

B/fwd	£38,778.81
Payments	<b>-£2,499.87</b>
Receipts	£38,415.19
<b>Total</b>	<b>£74,694.13</b>

**Bank Balances**

HSBC Revenue Account	£35,874.50
HSBC Capital Account	£38,819.63
<b>Total</b>	<b>£74,694.13</b>

## Internal Audit - Question/Action list – 2025-26

### Thorner Parish Council

#### A. Books of Account

1. Are they suitable for the purpose? **Yes. A detailed spread sheet analysis of each month's receipts and payments, and the cumulative figure, is made which is summarised for each quarter making it easy to compare with the previous year and budget at the end of the year to produce a variance analysis'**
2. Have they been kept in a timely manner? **The basic spread sheet analysis is updated on a monthly basis.**
3. Are they reconciled with the bank statement on a regular basis? **Yes. The internal controls indicate that monthly bank reconciliations should be undertaken to avoid year end problems and indeed there is a full reconciliation every month.**
4. Do they agree with the Year End statement? **Yes.**
5. On what basis are they kept? **Receipts and Payments.**

#### B. Standing Orders and Financial Regulations

1. When were these last reviewed? **Following the issue of the latest YLCA guidelines.**
2. Are they being adhered to? **Yes**
3. Are the duties of the Finance Officer listed? **Yes.**

#### C. Payment Controls

1. Were all payments supported by invoices? **Yes**
2. Was expenditure properly approved before and after action? (This may be via delegated powers). **Yes e.g. seeking tenders for project items.**
3. Is there a clear audit trail? **Yes. The Bank statements are used to ensure that all receipts and payments are recorded now the online payments system has been made successfully implemented. The detailed list of income received and expenditure is analysed by activity and this enables comparison with the budget as the year progresses.**
4. Who is authorised to sign cheques? **No longer appropriate but there is still a need to maintain a double check before the online payments are actioned.**

D. VAT issues

1. Is VAT shown separately in the accounts? **Yes. Very clearly shown on the spread sheet.**
2. When was VAT last reclaimed? **April 2025 when £276 was successfully reclaimed being the outstanding from the previous year and in October 2025 a further £487 relating to the current year.**
3. How much reclaimable VAT is outstanding? **The total amount outstanding is £527.**

E. Risk

1. Have the risks been listed and an assessment made regarding the minimisation of risk? **A detailed summary of all the risks and controls put in place to ensure the Council follows best practice, safeguards the assets owned by it and maintains a safe environment for the residents.**
2. Is there sufficient management of risk? **Yes**

F. Internal checks and audit

1. Has the Council undertaken a review of internal checks and audit? **The Council is confident that all things are covered because of the experience of both the Clerk/Financial Officer and the Internal Auditor.**
2. Are there any specific points that the internal auditor should look at? **In a sense the current audit is comprehensive as far as the financial aspects of the Council's activities – which are very varied – are concerned.**
3. Does any council member check the accounts during the year? **Opportunity is given for any councillor to look over the figures.**

G. Budget

1. Has the council budgeted in a clear and adequate way? **Yes. This is demonstrated by the precept being increased by 12% to £34,483.**
2. How often does the clerk provide progress reports of the actual position compared with the budget? **Ideally a monthly monitoring statement is produced for each meeting. This allows unbudgeted items to be highlighted to ensure there are funds available.**

#### H. Income

1. What checks are in place to ensure the correct precept has been received? **Advice from Leeds City Council checked against the Bank account statement.**
2. Does the system of receipt of income ensure that it is properly recorded and promptly banked? **No cahs or cheques are received.**
3. Was VAT on income (where relevant) properly accounted for? **Not applicable.**

#### I. Balances/Reserves

1. Are all account balances shown? **Yes. There is a current account from which payments are made and a money manager account for the reserves.**
2. Are “surplus” balances invested in the best (safe) account to maximise interest? **Money received in the year is used to meet the payments with transfers moved from the deposit account to the current account towards the end of the financial year, if required. The Year End balance on the Reserve account was £3,7041 with the amount held in the current account being just £1,779.**
3. Are the reserves appropriate for the known plans of the Council? **The total cash reserves stand at £38,779. This equates to 112% of the precept and 102% of expenditure. The recommended aim is to have a minimum of 6 months cash in reserve compared with annual expenditure, except for planned “capital” projects. There is therefore the opportunity to significantly increase expenditure without increasing the precept to reduce the balance down towards the recommended target.**

#### J. Petty Cash

1. Is there an adequate check on petty cash? **There is no petty cash. The clerk reclaims any spending, previously by cheque, but now by bank transfer.**
2. Were items properly supported by receipts and expenditure approved? **All expenditure is backed by a receipt.**
3. VAT properly accounted for, where appropriate? **Yes. Where the receipts show the VAT number and the amount of VAT included.**

K. Employees' Pay and Conditions

1. Are there a clear minute and also a contract detailing the employees' pay and conditions? **Yes - an annual salary for the Clerk..**
2. Are payments made according to these details? **Yes.**
3. Are PAYE Income Tax and NI payments being made by the prescribed manner **Yes**

L. Assets and Investments

1. Is there a list of assets and investments that is checked/modified on an annual basis? **Yes. This is used to verify the insurance schedule – though advice received is that assets should be valued at the price paid and not adjusted in line with the insurance values! I was surprised to see that depreciation was being nominally used to reduce the asset value as normally only when an asset is removed would its initial value be removed from the list.**

M. Insurance

- 1 When was this last reviewed to ensure that all assets /risks were covered?  
**This is done annually following the review of assets.**

N. Debtors and Creditors

1. Is there a record of money owing and owed? **Yes. Just the VAT to be reclaimed from HMRC**
2. What are the details, if appropriate? **£527 is due from HMRC, for 2025/26.**

M. Donations including Section 137 payments

1. Is there a clear separate list of these payments? **Yes - payments totalling £2241 were made**
- 2 How much else was donated during the financial year? **£2220.**

N. Auditors Comments

I was very impressed with the detailed spread sheet analysis which indicates a good level of financial control.

I have every confidence in the competency and thoroughness of the Responsible Financial Officer.

**B Hopper**  
**April 2026**

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

THORNER PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER [www.thorner-parish-council.org.uk](http://www.thorner-parish-council.org.uk)

## Section 2 – Accounting Statements 2025/26 for

THORNTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	34633	38372	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	30720	34483	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4554	3997	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12129	13196	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	19406	24877	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	38372	38779	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	38372	38779	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	88188	77015	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED  
Bury Piles

Date

01/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## 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	Councillor Llewellyn to arrange date and for Volunteers to take part.	To be discussed in March. <b>April</b> A plan to be drawn up for approval at the April PC meeting to include a risk assessment, use of litter pickers and 1 <sup>st</sup> Aid provision. A poster would be produced to advertise for Volunteers for the day of the Spring Clean Leeds CC Cleaner Neighbourhoods Team be contacted to collect the rubbish collected. 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. <b>May</b> Spring Clean to take place.
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	<b>February</b> Application submitted. <b>March</b> Approval awaited. <b>April</b> Leeds CC Tree Officer has amended the proposed works to the Evergreen Oak to lesser more considered works. 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.
Housing for plastic tube on Millennium Green	To seek a new solution to the one used in December 2025	March	Councillors and Volunteers	To be discussed in April. A resident was monitoring when the housing for a plastic tube on Millennium Green could be undertaken.
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	Implementation being progressed by Councillor Llewellyn.
Planting of new trees	To replace those previously removed. Agreed in budget meeting	April		Funding would be required if a number of new trees (rather than just one), were required.
Parish Council flower boxes/planters/pollinators	To agree procedure for seeking sponsorship	April	Councillor Wilson	<b>February</b> Wording for a leaflet distribution approved. <b>April</b> Sponsorship money had now been received. Councillor Wilson was keeping a record and would update the Clerk in due course.
Surface of flowerbed area on Millennium Green		May		
Grass verge Butts Garth	Reinstatement of damaged area	TBA	TBA	
Defibrillator battery	Replacement at The Fox public house required	August	Councillor Scott	
Christmas gifts for school children	To purchase wool, chocolates and decorations	September	Councillor Wallis	<b>February</b> Snowman presented as the gift. The work to produce

				these would need to be commenced before the intended date of 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		

# GARDEN TENANCY AGREEMENT

**THIS AGREEMENT** is made the 01st day of January 2026,

Between: -

**THORNER PARISH COUNCIL** (the Council) Sub Station Premises, 1 Butts Garth Walk, Thorner, Leeds LS14 3BT.

and

Willil of 18 K Thorner, Leeds, LS14 3EX (the Tenant)

**WHEREBY IT IS AGREED** that: -

1. The Council shall let to the Tenant for him to hold as tenant from year to year the Garden Number 1a being part of the land provided by the Council in Heathcote Avenue, Thorner.
2. The Tenant shall pay such yearly rent as may be determined by the Council, on 1st January in each year, (the renewal date) the first payment being due on the commencement of the tenancy. In the case of a tenancy commencing after 30<sup>th</sup> June in any year, the rent payable at the commencement of the tenancy shall be one half of the yearly rent.
3. The tenancy may be terminated by the Council serving on the Tenant not less than twelve months notice in writing. Notice given by the Tenant may take immediate effect.
4. The Tenant shall reside within the Parish of Thorner during the continuance of the tenancy.
5. The Tenant shall, during the tenancy, carry out the following obligations:-
  - (a) The Tenant shall keep the garden clean, free from weeds and maintain it in a good state of cultivation and fertility, to the reasonable satisfaction of the Council.
  - (b) The Tenant shall not cause any nuisance or annoyance to the occupier of any other garden, nor to the owners or occupiers of any neighbouring property.
  - (c) No livestock or poultry of any kind shall be kept upon the Garden.
  - (d) No dog shall be brought on to or kept in the area of the garden by the Tenant or by anyone acting with his authority or approval.
  - (e) The Tenant shall cultivate the whole of the garden personally and shall not underlet, assign, share, exchange or part with the possession of the garden, or any part of it, without the written consent of the Council.
  - (f) Following a request for a shed or greenhouse, it will be permissible for a storage unit no higher than 1.2m high to be placed on the garden. Tenants will be required to seek planning approval from Leeds CC and provide evidence of doing so, following which approval from the Parish Council will be given. Upon the termination of the Tenancy, (for whatever reason), the Tenant shall remove the storage unit from the vacated plot.
  - (g) The Tenant shall not erect any fence or other structure on the Garden without first obtaining the written consent of the Council. Upon the termination of the Tenancy, (for whatever reason), the Tenant shall remove any structure from the vacated plot.
  - (h) The use of carpets on the land is prohibited. Only weed suppressant membranes manufactured for that purpose are permitted.

- (i) The tenant shall not construct anything on the Garden which might be considered a hazard to any person
  - (j) The Tenant shall maintain in good order any fences bordering the Garden and shall keep in good order all hedges forming any boundary of the Garden. The Council shall be responsible for all external boundaries and the trimming from time to time of the top and external face of the site boundary hedges
  - (k) The Tenant shall not obstruct, nor permit the obstruction of, nor encroach upon, any of the paths on the garden set out for use by the tenants of the gardens, it is the responsibility of the tenant to maintain and cut the grass paths between individual plots and the central path. The Tenant shall not allow any plants or trees or shrubs to overhang or interfere with any other garden, path or roadway.
  - (l) The tenant shall not use barbed wire or any other fencing material that may cause personal injury for a fence adjoining any path set out for the use of the occupiers of the gardens
  - (m) The Tenant shall not deposit or allow other persons to deposit on any part of the Garden any refuse or any decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation)
  - (n) The Tenant shall not, without first obtaining the written consent of the Council, cut lop or fell any tree growing on the Garden.
  - (o) The Tenant shall not, without first obtaining the permission of the Council, spray any substance on their garden or any other garden.
  - (p) The Tenant shall cultivate and use the Garden solely for the production of fruit vegetables and flowers for domestic consumption by himself and his family.
  - (q) The Tenant shall permit the inspection of the Garden at all reasonable times by any representative of the Council
6. The Council shall pay the rent and any and all rates taxes dues and other assessments which may at any time be levied or charged upon the Garden.
7. The water supply will be turned off during December, January and February.
8. If the Tenant is in breach of any of the provisions of this Agreement including the payment of rent, for a period of one month or more the Council may re-enter upon the Garden and the Tenancy shall thereupon come to an end, but without prejudice to any right of the Council to claim damages for such breach, or to recover rent already due before the time of such re-entry and remaining unpaid.
9. Any notice required by this Agreement to be given to the Council shall be delivered to or sent by post to the Clerk of the Council and any notice to be given to the Tenant shall be treated as sufficiently served if left at or delivered by post to the address at the head of this Agreement.

SIGNED

*Barry Riley*  
Clerk to the Council

Will Smith  
Tenant

## **Thorner Parish Council Gardens Procedure**

1. Any resident of Thorner can apply for a Garden Plot.
2. All applications must be directed through the Clerk.
3. A Garden Plot can be held by a named individual (sole tenancy) or named couple at the same address (joint tenancy).
3. The Clerk will check the residency status of the applicant/s within the Parish and notify the Councillor for Gardens (CfG) accordingly.
4. Subject to the above qualification the Clerk will;
  - a. Contact the applicant/s advising them whether a plot is currently available.
  - b. Provide contact details of the CfG who will arrange a site visit to show them the plot.

If no plot is available then their name/s will be added to the current waiting list.

5. Following contact with the CfG from the applicant/s and subsequent site visit for the available plot, the CfG will then notify the Clerk of the outcome. The CfG will also confirm with the Clerk that the plot offered was either for a Sole or Joint Tenancy.
6. Failure to contact the CfG, within 28 days from letter offering available plot, will automatically cancel the application.
7. If the available plot is accepted, the Clerk will then send the Garden Tenancy Agreement and letter to the applicant for acceptance.
8. Upon acceptance and payment the Clerk notifies the CfG.
9. As plots become available they will be offered in line with the order of the Waiting List. Successful applicant/s can only be bypassed once from being offered a plot before returning to the end of the current Waiting List.
10. Rents and Tenancy Agreements are to be renewed on the 1st January each year.
11. Rents are to be paid within the month of January.
  - \* Failure to pay rent, will action a reminder which will be sent out on the 31st January.
  - \* Failure to respond will result in termination the Tenancy Agreement.
  - \* Refunds on termination are at the discretion of the Parish Council.
12. Anyone not cultivating their plot to a reasonable standard will be sent a first “standard letter” to enquire the circumstances.
13. Failure to respond to the first letter within 28 days from the date of posting, will action a second letter.
14. Failure to respond to a second letter within 28 days of date of posting will action the final termination letter, Termination of the Tenancy Agreement.
15. If a garden is in joint names and one partner wants to leave, they must inform the Clerk (or CfG, who informs the Clerk) who will amend the register and the name on the Garden Tenancy Agreement to a sole name.
16. If a sole tenant wants a joint tenancy of their Garden with their partner of the same address they need to inform the CfG (or Clerk), the Clerk will amend the register and the name on the Garden Tenancy Agreement, at the start of the tenancy or during the year (see Tenancy Agreement for conditions).

**THORNER PARISH COUNCIL**

Johnny B Good  
?? Main Street  
Thorner  
LS14 3DA.

03<sup>rd</sup> February 2026

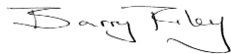
Plot Number 2b

Further to the letter issued regarding your garden tenancy for 2026, we have not received payment.

If non-payment is because you do not require your garden any longer, then can you please inform me by return, as we do have a waiting list of residents wanting a garden.

If I do not receive any response, I will assume that you do not wish to keep the garden and therefore it will be reallocated.

Yours sincerely



**Barry Riley**  
**Clerk to the Council.**  
**thornerparishcouncil@gmail.com**

# Chairman's Report

## for the Annual Parish Meeting

### of Thorner Parish Council

on Tuesday 12<sup>th</sup> May 2025



*This report concludes another 12-month period for the Parish Council. It also marked the end of my 3<sup>rd</sup> period as Chair, since being appointed in consecutive years since May 2023.*

*This report was prepared ahead of the Annual Parish Council meeting scheduled for Tuesday 5<sup>th</sup> May 2026. I will not be present for that meeting as I will be away on holiday. Last years meeting, was renamed from prior years. I felt that was important to highlight this as a meeting for electors, not Councillors and give ownership of the agenda to our residents.*

*Individuals may have chosen to try to disrupt my intent by commenting upon my absence last year. I wanted to create a space where people could express themselves – and they did – without any input or interference from Councillors. We have had limited agenda items, for the 2026 at the time of preparing this report.*

*I take this opportunity to acknowledge the support and participation of Councillor Angela Wallis, in the role of Vice Chair, over the previous year.*

*As a reminder to all, the Parish Council meets on the **Second Tuesday of each month**, usually within the Over 60's bungalow on Main Street. Meetings commence at 19:00hr. We continue to welcome residents to discuss issues important to them. Ideally, we ask that the Clerk be informed in advance of the meeting of items for the agenda (including correspondence). **The deadline for items to be received for the agenda is Friday 4.30 pm, ten days prior to the day of the meeting.** Our meetings are also open to attendance by Harewood Ward Councillors. Guidance for participation is published on the Thorner Parish Council website, and we have a note for reference on expected standards of conduct for reference at each meeting.*

*As a reminder the Parish Council has continued to make good on its commitment to better inform the village of Parish Council meetings and outcomes via its new updated website. Please remember that the Thorner Parish Council Facebook page that is outward facing only – the site does not allow posts to be made/received. Post made by the Council, for information purposes, are then shared to the Thorner Facebook Page. **The Council does not monitor Facebook for related posts by members of the public.***

*There are a number of routes that members of the Thorner Parish can use to communicate with the Parish Council:*

- i) *Attendance at the monthly meeting in person*
- ii) *Emails to the Clerk to the Parish Council via [clerk@thorner-parish-council.org.uk](mailto:clerk@thorner-parish-council.org.uk)*
- iii) *In writing, letters to be addressed to The Clerk, Thorner Parish Council, Substation Premises, 1 Butts Garth Walk, Thorner, LS14 3BT.*

*These are the official routes and are preferred, since this ensures that all correspondence and communications can be routed to the Council, and importantly specifically to those with specific responsibilities to ensure any response or actions are performed expeditiously.*

*I would like to place on the record, my thanks and appreciation to our Ward Councillor Sam Firth for his support to the village.*

*My thanks to the Councillors for their collective input and decision making over the prior 12 months. I also appreciated the efforts of several partners in providing additional time and effort for a number of tasks throughout the year.*

*I want to acknowledge Councillor Brittain who, after several years as a Councillor actively working on working parties such as the Maintenance team and the Neighbourhood Plan Steering Group, has decided to resign. Her efforts and input were appreciated. Details will be published at the appropriate time for any members of the public who wish to be considered for the role.*

### **Ongoing Work and related Activities**

*The Council continues to track required work through the agenda and a Task log. This is published with other supporting information prior to each meeting.*

### **Financial Matters**

*The Council, under the guidance of the Clerk, had been able to manage its budget successfully over previous years. This is despite headwinds caused by the rising costs of living and resulted in a slight increase to the Parish Council Precept (money requested by Thorner Parish Council from Leeds City Council via Council Taxpayers in the parish).*

*There are 8 cost centres for the Parish Council Budget. These are published in the monthly accounts, as part of the supporting information. Full details are available on the Council website.*

### **Maintenance Contractors**

*We continue to engage the services of three local contractors, **Sean Brittain**, a resident in the village to cut grass, trim shrubbery, hedging and maintain flower borders on Millennium Green and at the Boules area. This has had a positive impact on the appearance around the seating areas on the green and along the path edges as you enter this important space in the middle of Thorner.*

***Parks Services Ltd**, based in Bardsey, provides additional capability by maintaining Ramsay's Fold, opening up easier access for residents to enjoy this tranquil space by Thorner Beck and the Ford. This contractor also cuts the areas around the playground equipment and grass adjacent to the Victory Hall.*

***J&D Groundworks**, based in Thorner has continued to provide ad-hoc services.*

*The above work is directed and managed through the **Grounds Maintenance Contract**.*

### **Community Public Access Defibrillators**

*The Council continues to perform regular checks on the two defibrillators that we are custodians of (located outside the Fox Public House and in the retired telephone box at the top of Church Hill).*

*As someone accountable for checking the units through the year, I am acutely aware that one of the units has been retrieved on many occasions in recent times, but thankfully not actually used. The Parish Council also remains responsible for the purchase and replacement of any defibrillator pads after use, or due to expiry dates being approached, as well as replacement batteries. Costs were incurred during this year for one replacement battery and both sets of pads. **I urge the Parish Council to continue to fund this life-saving equipment.***

### **Millennium Green**

*This portion of land, under ownership of the Parish Council on behalf of the village, is our largest asset. It continues to be a focal point for all to enjoy. The Green has seen use for village events, as well as the informal use and enjoyment of everyone fortunate to be in Thorner during this period.*

### **Playground and Fitness Equipment**

*These areas continue to be monitored and maintained by the Parish Council.*

*The fitness equipment was provided to allow our adult residents to access a means of exercising, free of charge and without the need to travel outside of the village. The equipment continues to be used. We need to remind parents, again, that this*

*equipment is not for children to play on, and any use (or misuse!) is at your own risk.*

*The Parish Council continues to ensure that periodic safety inspections are performed (by independent qualified inspectors) and regular maintenance checks are carried out by members of the Council.*

### **Public Benches**

*The Council continues to ensure that there is provision for people to sit on the numerous benches throughout the village, to pause, rest, and enjoy our village.*

*We continue to maintain several public benches, both inside and outside the village confines. We continue to follow a Bench Policy, to register those benches that we look after on behalf of the village, but also to stipulate how “memorial benches” are managed.*

*Details are on the Parish Council website. All related costs are paid from Parish Council funds, derived from the previously mentioned precept from Leeds City Council, for the benefit of the Parish.*

*The Parish Council is planning to arrange repainting of some benches through 2026 and effect repairs to a bench in the boules area.*

*Aside from the public benches throughout the village, the Council provides picnic benches with disability access on the Millenium Green (2), and one at the Boules Area, and one with disability access in Ramsay’s Fold.*

### **Ramsay’s Fold**

*The Council continues to maintain the area known as Ramsay’s Fold, to ensure that this wild area remains accessible to our community. We have begun a programme to keep the vegetation under control and allow people to stop and relax in one of the quietist spots in the village. This is covered in the Village Maintenance Schedule.*

*The Parish Council should review this area, and how to allow better access and use of this resource, by people of varying abilities. The current uneven terrain does not allow all to have equal access and I personally would like to see this change. Funding for this project needs to be identified to create a pathway to the bench and picnic bench in this idyllic spot. If anyone has any thoughts or is able to help, then I invite them to attend a Parish Council meeting.*

### **Boules Terrain**

*This facility has been enjoyed by many individuals and teams over the previous year, including a majority from outside of the village. This is undoubtedly because of the level of support by players in the village, whose competitive spirit is often displayed!*

*We are responsible for maintenance of the Boules shelter, including electrical safety testing. The prior year has seen a minor repair to the roof and electrical works being completed.*

*The area continues to be an amenity, open to all, with **no charge to the public.***

### **Village Flagpole**

*The Parish Council has continued to have the flagpole serviced/inspected by the manufacturer and supplier, and in 2025 the annual renewal of the halyard was performed. The flagpole continues to be in good condition and is covered by Insurance, from the Parish Council budget.*

*Related costs to all of the above are paid from Parish Council funds, derived from the previously mentioned precept from Leeds City Council, for the benefit and enjoyment of the Parish and its visitors.*

### **Footpaths, in and around the village.**

*Thorner Parish Council has had a history of encouraging residents to use our local network of public rights of way. We continue to support the maintenance of the footpath network and this commitment is well documented in documents such as the Village Design Statement and Thorner Neighbourhood Plan, as well as prior meeting minutes.*

*The Parish Paths Partnership was reviewed, following changes at Leeds City Council (LCC). An examination of the agreement clearly stated that Thorner Parish Council was responsible for completion of surveys of all rights of way in the parish.*

*LCC expected that the Parish Council identified areas for improvement or repair, identify contractors and obtained quotes for the work. LCC would then need to approve our selection. The Parish Council are required to submit a grant application, which was not certain to be approved, and in any case there was no indication of the percentage of the cost that would be covered. In simple terms, the village (via the Precept) would need to find the remainder of any cost, and should Leeds City Council not have sufficient budget, Thorner could be expected to pay for this entirely.*

*The arrangement was not tenable, adding increased administrative burden and cost financially to an already limited budget. The Parish Council has decided to give notice on the agreement. Instead, subject to Grant funding applications, the Parish Council will continue to support and encourage the Thorner Heritage Group, specifically members of the Footpath Volunteers, to continue their valuable work in keeping the network clear of overgrowth.*

*The Parish Council has previously funded the purchase of third-party liability insurance, for this group.*

### **Vegetable Garden Plots**

*The Parish Council continued to manage this land, owned by Mexborough estates, and rents out plots to residents for the growing of flowers and vegetables.*

*This area is for the sole access and use of the named tenants. It is not a public area. This is not a Community Garden. Plants and produce grown (flowers, vegetables, herbs etc.) are the personal/private property of each tenant.*

*We continue to manage a waiting list for residents wishing to make use of this resource. Please contact the Clerk at the email address to register your interest.*

*All related costs are paid from funds, derived from the Rental Agreements of the tenants of each plot. **The rentals have remained at a modest level to cover basic services and maintenance of the facilities. There was a slight increase in 2026 to cover the cost of gate closers and combination bolts. This was necessary to reduce the theft of materials and produce, which had been occurring over recent years.***

### **Dog Waste Bags**

*The Parish Council continues to provide four dog waste bag dispensers in prominent locations, where it has been reported that a fouling issue exists. Over the prior 12 months, individuals have continued to directly complain to me, that the Council has not filled these up in time for them.*

*These are not there to replace the need for dog owners to purchase their own. (A legal requirement under local council and national legislation is that owners have a suitable means to clean up after their animal whilst out walking). **There is no obligation on the Parish Council to provide this service, but it does so to remove any excuse for dog owners not to clean up.***

### **Planning Matters**

*LCC no longer provide details for applications to trim or remove trees, as Parish Councils are no longer involved in commenting on such work. The previous Leeds City Council Tree Officer has retired. We await news of his replacement, and we should all be vigilant and take care of the natural amenities in Thorner.*

*Planning applications can be difficult and open to interpretation. Thorner Parish Council members continue to have access to training from Leeds City Council to raise and maintain our awareness of the current planning legislation.*

*The importance of the scale and appearance of new developments and changes to existing buildings remains important to ensure that the character of the village is maintained and that any changes are not detrimental to the community around the proposal. The Parish Council continues to provide comments in relation to new applications in the Parish.*

*Reference must also be made to the Neighbourhood Plan section directly below.*

## **Outside Bodies**

### **Neighbourhood Plan**

*Members of the Parish Council have continued to sit on the Neighbourhood Plan Steering Group. This group has spent the previous 14 plus years working on the Thorner Neighbourhood Plan, in liaison with the City Council to devise and design a blueprint for the future planning and development of Thorner.*

*A referendum 26<sup>th</sup> February took place, and the village supported the adoption of the Plan. This was accepted and subsequently adopted as a reference document for LCC to consider for future planning applications.*

### **Leeds Festival**

*The Parish Council has had reduced engagement with Festival Republic (FR), which is of concern to me and other Councillors as we seek to ensure the village remains a safe area prior to and during the festival with some measures to reduce traffic. Once again, the Parish Council rejected an approach from Leeds Taxi Association to open your village to all taxis.*

*We continue with the aim that any concerns from local residents (where the Council had been contacted directly), are raised in the appropriate forum for discussion. Two members of the Council team are engaged with this activity.*

## **Publication Scheme**

*Communication and engagement with the public by the Parish Council, remain an important matter to me.*

*The content of the website continues to be updated. We also facilitate access to documents, relevant to members of the public, ahead of Parish Council Meetings. This exceeds the actual level mandated and advised by the National Association of Local Councils.*

### The Flag and Flagpole Policy

*The policy determines which flags will be flown and the process for requesting any changes, outside of the usual flags being flown.*

### Millennium Green

*There is a policy to detail the requirements for allowing permissions to be granted for use of the Millennium Green for public/private events. This notes the restriction to activities that are “not for profit” or other financial gain. Reference must be made to the Millennium Green tab on the website and the document ‘Procedure and Conditions of Use Application Form’.*

### Biodiversity

*The Parish Council continues to follow a Biodiversity Policy in response to the biodiversity duty placed on local authorities by the Environment Act 2021 and also as part of its commitment to the environment and sustainability. **Where trees have been felled/removed, I expect that the Council will replace each with one or more trees. The Council is behind with this task, since the removal of three trees in recent years without replacement.***

### Newsletter

*Previous Meeting Minutes have identified the intent to publish a Newsletter. We need to have sufficient submissions to make this worthwhile! The Council aims to provide an environmentally friendly option, available electronically with a limited hardcopy print run.*

### Action Plan

*Looking ahead we continue to work on the Action Plan, which has been introduced to enable us to adapt to the changing needs of the Village and enable tracking of tasks and required work projects. This is published on the website with meetings, agenda and associated documents, each month. We try to reflect Village needs. If we think a plan is feasible then we can try and develop that further, but this requires the support and appropriate participation of our community.*

### Other Matters

#### Flooding

*The Parish Council raises the community’s concerns with Leeds Council, regarding drain clearance and road sweeping, alleviating a risk of flooding and to maintain the appearance of the village.*

*With pressure and support from the Parish Council, Leeds City Council has again undertaken surveys of the drainage system. This saw a new grate installed outside a property on Carr Lane.*

*Plans were unveiled by LCC to install a culvert to reduce the water flow of Thorner beck, upstream of the Ford and affecting the "Beehive Field". This will mean that the field floods following high rainfall, and becomes a temporary holding area to reduce the flow downstream through the village, preventing the narrow beck being inundated. I do not have a date for when this will be started but the Parish Council will continue to follow this up.*

### Parking

*This continues to be an issue for many in the village, and any new developments will continue to contribute to the problem. The Parish Council has no powers to address dangerous or inconsiderate road users. This is a matter for Police and LCC parking enforcement respectively. **For those living in the village, we need to be considerate to others and to comply with the road markings/Highway Code. Please report all issues to LCC using the links contained on our website.***

### Mobile Phone Signal

*Again, a long-standing issue, identified in the Annual Parish Meeting of 2007! So far this remains unresolved and there has been little to no action by the local MP. **In 2026, this situation is not acceptable, and I recommend that individuals write to LCC, our local MP and Ward Councillors, and continue to raise their concerns.***

### Road Markings/Highways

*There has been no progress with the junctions of Stead Lane/Main Street/Carr Lane. The road surface continues to subside and break up. **Road markings have almost disappeared. I have seen (as I am sure have others) vehicles drive straight across Main Street with no pause – an accident will occur again, unless this issue is taken seriously by Leeds City Council.***

*There has been no action on speed reduction measures to requests from Leeds City Council. This is despite data obtained from traffic surveys on Lower Sandhills and Carr Lane. **We have continued to press for a Speed Indication Device (SID) to be installed on Bramham Road, that was previously promised by LCC when the new 20 MPH limit was implemented.***

*Enquiries to have Thorner removed from the list of training routes for HGV/Commercial Vehicle Learner training and to have a restriction on HGV access to Thorner were not successful. The Council were told that we did not meet a threshold required!*

### Highway Conditions

*The Parish Council continues to raise the issue of **potholes** and other failure of the road surface. Unfortunately, LCC are slow to respond/act, and report that they are hampered by a lack of funding.*

*Several years ago, and continually in intervening years the Parish Council raised the issue of road surface damage and potholes through out village. Some repairs were effected to the road surface on Main Street, alongside the Millennium Green and also on part of Carr Lane. Other areas remain blighted, notably the Church View/Church Hill route and numerous holes that occur on almost every street.*

*The **footpath along Butts Garth**, towards the junction with The Paddock and Littlemoor Lane, is still in a poor condition. This is the responsibility of LCC for upkeep. LCC had stated there are insufficient funds available, despite our protestations.*

### “Beehive Field”

*Since August 2023, the Parish Council were aware of the **hole in the wall**, possibly sustained by vehicle damage. In recent months, following repeated enquiries by the Parish Council, LCC finally repaired this wall.*

### Reflection

*The Council has worked hard towards the future of the village over the prior Council year and will continue to do so, and I want to thank all current Councillors, for their contributions.*

*On behalf of the whole Parish Council, I want to acknowledge the Clerk for his counsel and guidance, enabling the Parish Council to operate over the past year and prepare for the upcoming new council year.*

***Many aspects of the work of the Parish Council are unseen but they are a part of our responsibilities to the village and our community.***

*I remind everyone that all members of the Parish Council are **volunteers** and work throughout the year, in their personal time (outside of Parish Council Meetings). They use their own resources such as computers and stationery free of charge, for the benefit of the Parish and its visitors.*

*Councillors have been allocated to the following activities:*

*Boules Shelter Management*

*Defibrillator Management*

*Gardens – Heathcote Avenue (“vegetable plots”)*

*Grounds Maintenance*

*Leeds Festival Working Group*

*Neighbourhood Plan*

*Newsletter Production*

*Playground Management*

*Police and Communities Together (PaCT) meeting attendance*

*Social Media (PC Facebook)*

*In the previous period the Parish Council has supported the following:*

- *Representations to LCC regarding the routing of the Leeds Ironman Event through the village and the disruption that this event causes to Thorner.*
- *Distribution of Vehicle Passes, for resident use during Leeds Festival.*
- *Repairs to Playground equipment including the wooden bridge to the tower, and replacement of the whale springer for infants and young children.*
- *Resisted an application from Leeds Taxi Association to support the removal of the restriction on taxis using the village for access to and from Leeds Festival*
- *Supported the progression of the Neighbourhood Plan, to adoption.*
- *Represented the village at the Leeds Festival Working Group.*
- *Arranged the annual Christmas Tree “switch on” and funded chocolate oranges to children of the village attending this event. Volunteers, including some Councillors, have crocheted decorations for the gifts to local school children, participating in the choir on this occasion.*
- *Supported use of the Boules area, allowing the Over 60’s Association to utilise the extra space for a function celebrating the Christmas Lights switch on.*
- *Recruited (and supplied his outfit) a Father Christmas for the light switch-on!*
- *Replaced the defibrillator pads in both units and replaced the battery on the Church Hill unit, which had rendered the unit in operable within 48hours.*
- *Supported to the Thorner and Scarcroft Branch of the Royal British Legion for the annual parade, through **completion of necessary applications and insurance provision**, including liaison with Leeds City Council and West Yorkshire Police to allow a road closure. In addition, **contacting a local volunteer to provide First Aid cover** for the parade.*
- *Managed to have an open bin, on Millennium Green, replaced by one with a lid. This was due to the health hazard posed to LCC employees when they emptied*

waste with dog faeces and rainwater. This was supported by Cllr Firth and was acknowledged by the Council.

- Maintained planters throughout the village directly or through support to volunteers, providing new compost and plants as required. This was supported by additional funding supplied by the 3 Ward Councillors.
- Repaired the low wall around the "Archers Cross" on the village green on Butts Garth
- Agreed to continue to support Thorner Beer Festival by allowing installation of a banner on the Boules Shelter.
- Installed obstructions to halt the decline of the village green, due to vehicle damage, adjacent to Heathcote Avenue.
- Confirmed, and notified Leeds City Council that the Village Green on Butts Garth is owned (on behalf of Thorner).
- Supported the concerns and complaints of residents on Main Street through contacts with Ward Councillors and the Police in relation to the behaviours of individuals in and around The Mexborough Arms Public House.
- Passed an independent audit of its practices and financial management.

The Parish Council has supported, with financial provision the following:

- Donation of **£1,000** to the Over 60's Bungalow to support the provision of this resource to the village.
- **Financial support** to the "Tree Elves" to allow purchase of the Christmas Trees that line Main Street during the Festive period. **Noting that the amount was repaid at no cost to the village.**
- **A donation of £200 pounds was made to Martin House Children's Hospice on behalf of the Parish Council**, through the sale of spare chocolate oranges remaining from the Christmas event.

I ask for your support and hope that people will acknowledge the work and collective efforts of the current and past Parish Councillors.

A new Chair and Vice Chair will be appointed at the next meeting in May 2026.  
I first joined the Parish Council in November 2019, following a nomination for co-option from Cllr Gwen Brown, when she left the Parish Council. I have attempted to follow her principles. I have behaved without fear or favour, to be transparent and ethical in all that I did. I have always done my best, for the village.

I was fortunate to have been nominated 2022-2023 as vice-Chair before 3 individual periods as Chair. I have not taken the responsibility lightly. So, after considerable

*thought and deliberation, this report will be my final one as Chair. It is time for others to step up and take action.*

*I wish my successor, the very best in the role and hope that this re-energises all Councillors and the people of Thorner.*

*Alistair Scott,*

*Past Chair, Thorner Parish Council.*

**BUTTS GARTH HOUSE**

**E: r**

**BY HAND**

Mr B Riley  
Clerk to Thorner Parish Council  
Sub Station Premises  
1 Butts Garth Walk  
Thorner  
LEEDS  
LS14 4BT

14<sup>th</sup> April 2026

Dear Mr Riley

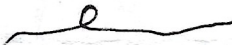
**VILLAGE GREEN**

Thank you for your letter of the 2<sup>nd</sup> April 2026.

With regard to the ownership of the Village Green I don't believe there is any documentation which states that the Village Green is owned by the Parish Council. If I am wrong, then no doubt you will send me the appropriate paperwork?

I look forward to hearing from you.

Yours sincerely



**RICHARD JACKSON**