

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	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 01st June 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Withdrawn	Wthdrawn		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:

Date prepared	Jun-26			
EFT Type	Details	Net	VAT	Total
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	Parks Services Ltd	£810.00		£810.00
BACS	S.Brittian Grounds Maintenance	£760.71		£760.71
	Total Payments	£2,485.20	£9.14	£2,494.34

Thorner Parish Council Cashbook
Payments

May-26

Date	EFT	Details	Admin	Gardens	Rents	Maint - Annual Costs	Playground	Donations	Projects	S137	Total	VAT
		Bfwd	£2,268.31	£150.00	£0.00	£81.56	£0.00	£0.00	£0.00	£0.00	£2,499.87	£37.64
MAY	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	£54.86								£54.86	£9.14
	D Debit	Octopus Energy				£21.65					£21.65	£1.03
	D Debit	Octopus Energy				£21.37					£21.37	£1.02
	D Debit	UGP				£38.55					£38.55	£1.84
	BACS	Gallagher Insurance	£959.76								£959.76	
	BACS	B.Hopper	£150.00								£150.00	
	BACS	Thorner Youth Club	£500.00								£500.00	
	BACS	Thorner Village Show	£250.00								£250.00	
	Ddebit	Business Stream		£67.46							£67.46	
	BACS	JJ Coates				£50.00					£50.00	
	BACS	Parks Services				£810.00					£810.00	
	BACS	S.Brittain				£760.71					£760.71	
	BACS	JRB Enterprises Ltd								£295.20	£295.20	£49.20
		TOTAL	£5,051.70	£217.46	£0.00	£1,783.84	£0.00	£0.00	£0.00	£295.20	£7,348.20	£99.87

Receipts

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	CIL	Misc	Total	
MAY		Bfwd	£35,979.00	£0.00	£40.82	£935.00	£527.37	£933.00	£0.00	£0.00	£38,415.19	
	HSBC	Interest			£38.23						£38.23	
		TOTAL	£35,979.00	£0.00	£79.05	£935.00	£527.37	£933.00	£0.00	£0.00	£38,453.42	£0.00

Bank Reconciliation:

B/fwd	£74,694.13
Payments	-£4,848.33
Receipts	£38.23
Total	£69,884.03

Bank Balances

HSBC Revenue Account	£31,026.17
HSBC Capital Account	£38,857.86
Total	£69,884.03

THORNER PARISH COUNCIL

Financial Risk Assessment

The Responsible Finance Officer (RFO) has determined a system of financial controls.

Financial controls

- The Full Council, not a Committee, has considered, approved and adopted the annual precept for the coming year in accordance with the Parish timetable.
- The financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable.
- Measures and the reconstitution of any lost records.
- Measures to ensure that risk is appropriately managed.
- A monthly payment list is prepared and approved.
- A monthly and quarterly statement provide the basis for the accounting statements and are approved by members and signed as part of the regular minute record, to enable the prevention and the detection of inaccuracies and fraud,
- The budget is reviewed against actual expenditure and allows for early warning about the likelihood of a shortfall (or surplus) and what actions need to be taken.

Financial Regulations

- Are in place governing how the Parish Council operates.
- These are regularly reviewed, fit for purpose, and adhered to.
- Practical and resilient arrangements exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts.
- Changes to accounts with banks or other financial institutions to be approved by full council.

Banking

- Parish Council reserves: the authority should follow the Ministry Guidance on Local Government investments.
- EMR (Ear Marked Reserves) amounts are held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification.
- Changes to accounts with banks or other financial institutions to be approved by full council.
- The RFO has access to internet banking.
- Cash or cheques are banked as appropriate but no later than the month of receipt.

Assets/Inventory Account

The Parish Council has an asset register/inventory account, this is required and is the starting point for any system of financial control over tangible assets.

Insurance Policy.

The Policy provides for the protection of physical assets.

Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability.

Appropriate levels of insurance cover are in place for land, buildings, public and employers' liability and fidelity guarantee for the RFO.

Internal Audit

The Parish Council appoints an independent internal auditor, who prepares an annual report which is presented to Parish Councillors.

Members have been made aware of potential changes to the above arrangement should there be the introduction of an LAO (Local AuditOffice).

External Audit

The external auditor is appointed by Smaller Authorities' Audit Appointments Limited.

Financial Risk Assessment adopted at the Parish Council meeting held on 09th June 2026.

- Chairman: Clerk/Responsible Financial Officer:
Name Craig Burrows Name Barry Riley
Signature Signature

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. <u>April</u> A plan to be drawn up for approval at the April PC meeting to include a risk assessment, use of litter pickers and 1 st 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. <u>May</u> 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	<u>February</u> Application submitted. <u>March</u> Approval awaited. <u>April</u> 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. July Installation date.
Planting of new trees	To replace those previously removed. Agreed in budget meeting	April	TBA	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	February Wording for a leaflet distribution approved. April 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	Purchase of bark	May	Councillor Llewellyn	May Agreed at the Annual Parish Council meeting to purchase bark.
Grass verge Butts Garth	Reinstatement of damaged area	April	Councillor Mycock	April Large stones had been placed on the damaged area. May Exterior paint was to be used to paint them.

				Thorner Heritage Group had produced a document detailing the history of Butts Garth. The group were to produce a public information panel explaining the history when completed this would be placed in the damaged area.
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	February 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 th December	November		

Policy for dealing with vexatious and repeated requests.

Under the Freedom of Information Act, a request must be made in writing.

This could be a letter or email.

Requests can also be made via the web, or even on social networking sites such as Facebook or Twitter if your public authority uses these.

The request must be made in the requester's real name.

You can refuse to comply with a request that is vexatious. If so, you do not have to comply with any part of it, or even confirm or deny whether you hold information. When assessing whether a request is vexatious, the Act permits you to take into account the context and history of a request, including the identity of the requester and your previous contact with them. The decision to refuse a request often follows a long series of requests and correspondence.

The key question is whether the request is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation.