

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		
3 Prospect Court Main Street	26/03552/FU	Demolition of existing rear sunroom and bay window; single storey rear extension; associated alteration of rear doors to a window; new landscaping to form enlarged rear patio with glass balustrade and stairs	01.07.26	14.07.26				

checked to W/C 06th July 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Withdrawn	Wthdrawn		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	Jul-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	£44.02	£8.81	£52.83
D/Debit	Nest - Pension	£67.49		£67.49
BACS	HMRC	£826.53		£826.53
BACS	Parks Services Ltd	£2,300.00		£2,300.00
BACS	S.Brittian Grounds Maintenance	£760.71		£760.71
	Total Payments	£4,800.03	£8.81	£4,808.84

Thorner Parish Council Cashbook
Jun-26
Payments

Date	EFT	Details	Admin	Gardens	Rents	Maintn - Annual Costs	Playground	Donations	Projects	S137	Total	VAT
JUN		Bfwd	£5,051.70	£217.46	£0.00	£1,783.84	£0.00	£0.00	£0.00	£295.20	£7,348.20	£99.87
	BACS	Clerks Salary	£774.28								£774.28	
	BACS	Clerk Expenses - Office	£27.00								£27.00	
	DD	Nest Pension	£67.49								£67.49	
	BACS	BTelecom	£52.83								£52.83	£8.81
	DDebit	UGP				£39.80					£39.80	£1.90
	DDebit	Octopus				£22.80					£22.80	£1.09
	DDebit	Octopus				£22.35					£22.35	£1.06
	BACS	IPI Ltd					£138.00				£138.00	£23.00
	BACS	YLCA	£75.20								£75.20	
	BACS	Thorner Village Show									£0.00	
	BACS	Parks Services				£810.00					£810.00	
	BACS	S.Brittain				£760.71					£760.71	
	BACS	Vision ICT Ltd	£493.50								£493.50	£82.25
		TOTAL	£6,542.00	£217.46	£0.00	£3,439.50	£138.00	£0.00	£0.00	£295.20	£10,632.16	£217.98

Receipts

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	CIL	Misc	Total	
		Bfwd	£35,979.00	£0.00	£79.05	£935.00	£527.37	£933.00	£0.00	£0.00	£38,453.42	
JUN	HSBC	Interest			£40.84						£40.84	
		TOTAL	£35,979.00	£0.00	£119.89	£935.00	£527.37	£933.00	£0.00	£0.00	£38,494.26	

Bank Reconciliation:

B/fwd £69,884.03
 Payments **-£3,283.96**
 Receipts £40.84

Total £66,640.91

Bank Balances

HSBC Revenue Account £27,742.21
 HSBC Capital Account £38,898.70

Total £66,640.91

Thorner Parish Council - Budget Monitor - 2026-2027

	Qtr Apr-Jun	Qtr Jul-Sep	Qtr Oct-Dec	Qtr Jan- Mar	Actual 2025-26	Budget 2026 -27	ACTUAL 2026 - 27
RECEIPTS							
Leeds CC - Precept	£35,979.00					£35,979.00	£35,979.00
Leeds CC - Grant	£935.00					£935.00	£935.00
Leeds CC - PPP						£385.00	£0.00
Leeds CC - CIL						£0.00	£0.00
Garden Rent						£555.00	£0.00
Bank interest	£119.89					£600.00	£119.89
VAT Refund	£527.37					£1,080.00	£527.37
Donations	£933.00					£6,900.00	£933.00
TOTAL	£38,494.26	£0.00	£0.00	£0.00	£0.00	£46,434.00	£38,494.26
PAYMENTS							
Administration							
Clerk's Salary/HMRC/Pension	£3,323.37					£13,500.00	£3,323.37
Home Office	£81.00					£324.00	£81.00
Telephone	£160.37					£550.00	£160.37
Stationery/Post	£6.80					£50.00	£6.80
Office equipment						£50.00	£0.00
Newsletter						£325.00	£0.00
Insurance	£959.76					£950.00	£959.76
Subscriptions	£542.00					£525.00	£542.00
Training	£75.20					£300.00	£75.20
Grants	£750.00					£1,000.00	£750.00
Professional fees	£150.00					£600.00	£150.00
Bank Charges						£0.00	£0.00
Website	£493.50					£425.00	£493.50
Election Costs						£325.00	£0.00
Chairman's Allowance						£50.00	£0.00
Sub Total	£6,542.00	£0.00	£0.00	£0.00	£0.00	£18,974.00	£6,542.00
Gardens							
Rent						£100.00	£0.00
Water charges	£67.46					£150.00	£67.46
Maintenance/Other	£150.00					£150.00	£150.00
Sub Total	£217.46	£0.00	£0.00	£0.00	£0.00	£400.00	£217.46
Rent							
Ramseys Fold						£60.00	£0.00
Noticeboard						£40.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00
Maintn-Annual Costs							
Benches						£2,400.00	£0.00
Grounds Maintn Schedule	£3,141.42					£15,000.00	£3,141.42
Boules shelter maint						£100.00	£0.00
Millennium Green	£50.00					£150.00	£50.00
PPP						£385.00	£0.00
Electricity	£248.08					£850.00	£248.08
Xmas/ Xmas Trees						£875.00	£0.00
Defibrillator provision						£0.00	£0.00
Sub Total	£3,439.50	£0.00	£0.00	£0.00	£0.00	£19,760.00	£3,439.50
Playground							
Maintenance / Inspection	£138.00					£150.00	£138.00
Equipment						£3,375.00	£0.00
Sub Total	£138.00	£0.00	£0.00	£0.00	£0.00	£3,525.00	£138.00
Donations							
R B Legion/Pipe Band						£225.00	£0.00
Over 60's Bungalow						£1,000.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£1,225.00	£0.00
Projects							
Public Projects						£1,350.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£1,350.00	£0.00
s137	£295.20					£1,100.00	£295.20
TOTAL	£10,632.16	£0.00	£0.00	£0.00	£0.00	£46,434.00	£10,632.16

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. <u>July</u> 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. <u>June</u> Agreed that two trees be purchased for placing on Millennium Green.
Parish Council flower boxes/planters/pollinators	To agree procedure for seeking sponsorship	April	Councillor Wilson	<u>February</u> Wording for a leaflet distribution approved. <u>April</u> 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	<u>May</u> Agreed at the Annual Parish Council meeting to purchase bark.
Grass verge Butts Garth	Reinstatement of damaged area	April	Councillor Mycock	<u>April</u> Large stones had been placed on the damaged area.

				<u>May</u> Exterior paint was to be used to paint them. Thorne 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 could 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	<u>February</u> 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		

**GARDEN TENANCY AGREEMENT
INCORPORATING TERMS AND CONDITIONS OF APPLICATION/RENEWAL**

THIS AGREEMENT is made the 01st day of January 20##,

Between: -

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

and

Name(s) of ## Street Name, Thorner, Leeds, LS14 3XX (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 #Letter** 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 30th 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 per the attached terms and conditions.
4. Notice given by the Tenant may take immediate effect.
5. The Tenant shall reside within the Parish of Thorner during the continuance of the tenancy.
6. 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(s) 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) Upon the termination of the Tenancy, (for whatever reason), the Tenant shall remove any structure from the vacated plot.
 - (h) Upon the termination of the Tenancy, (for whatever reason), the Tenant shall return the plot to a good condition and remove all waste, to allow re-letting of the plot.

- (i) The use of carpets on the land is prohibited. Only weed suppressant membranes manufactured for that purpose are permitted.
- (j) The tenant shall not construct anything on the Garden which might be considered a hazard to any person
- (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.
- (l) The Tenant shall not allow any plants or trees or shrubs to overhang or interfere with any other garden, path or roadway.
- (m) The Tenant shall not erect any fence or other structure on the Garden without first obtaining the written consent of the Council.
- (n) 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
- (o) 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)
- (p) The Tenant shall not, without first obtaining the written consent of the Council, cut lop or fell any tree growing on the Garden.
- (q) The Tenant shall not, without first obtaining the permission of the Council, spray any substance on their garden or any other garden.
- (r) The Tenant shall cultivate and use the Garden solely for the production of fruit, vegetables and flowers for domestic consumption by themselves and their family.
- (s) The Tenant shall permit the inspection of the Garden at all reasonable times by any representative of the Council

- 7. The Council shall be responsible for all external walls, gates and fences.
- 8. The Council shall pay the rent and any and all rates, taxes, dues, etc., and other assessments which may at any time be levied or charged upon the Garden.
- 9. The water supply will be turned off during December, January and February.
- 10. If the Tenant is in breach of any of the provisions of this Agreement including the payment, per the Terms and Conditions attached to this agreement, the Council may recover the Garden Plot and the Tenancy shall thereupon come to an end, but without prejudice to any right of the Council to claim damages for such breach (such as repair or restoration to the plot, ahead of re-letting).
- 11. Any notice required by this Agreement to be given to the Council shall be delivered to or sent by post (including email) 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.

Refer to Terms and Conditions Attached

SIGNED

Barry Riley
Clerk to the Council
Will Smith
Tenant

TERMS AND CONDITIONS FOR APPLICATION/RENEWAL OF A TENANCY FOR A GARDEN PLOT

An application to acquire or renew tenancy of a garden plot is made on condition that applicant(s) understand and agree that:-

1. Only resident(s) of Thorner can apply for/renew Tenancy of a Garden Plot. *
2. A Garden Plot can be held by a named individual (sole tenancy) or named couple at the same address (joint tenancy). *
3. Produce (including flowers, vegetables, fruit) are not being grown for commercial gain.
4. All Applications (new/renewal) for Tenancy must be directed through the Clerk.

* The Clerk will check the residency status of the applicant/s within the Parish and notify the Councillor for Gardens (CfG) accordingly.

5. Subject to the above qualification the Clerk will add the name(s) and contact details of the applicants to the Waiting List/
6. List of Tenants (as applicable). As plots become available, they will be offered in line with the order of the Waiting List.

7. The Clerk will, from time to time,
 - a. Contact new applicant/s advising them whether a plot is currently available.
 - b. Failure to respond to the Clerk within 28 calendar days (in writing), will mean that their name(s) will be returned to the end of the waiting list.

8. Upon a plot(s), becoming available the Clerk will refer to the first name(s) on the waiting list and,
 - a. Provide contact details of the CfG who will arrange a site visit to show then the plot.
9. 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.

10. **Failure to contact the CfG, within 28 days from the offer letter, upon availability of a plot, will automatically cancel the application.** The applicant(s) will be returned to the bottom of the Waiting List

11. **If the available plot is accepted**, the Clerk will then send the Garden Tenancy Agreement and letter to the applicant for acceptance.

12. Upon acceptance and receipt of payment, the Clerk notifies the CfG.

13. Rents and Tenancy Agreements are to be renewed on the 1st January each year.

14. Rents are to be paid within the month of January of each year. **

** Failure to pay rent, will action a reminder which will be sent out on the 31st January.

**** Failure to respond *in writing*, to a reminder letter within 28 Calendar days, will result in termination the Tenancy Agreement.**

15. Plots will be, from time to time, inspected and checked for use by the CfG. **Failure to adequately maintain plots in an appropriate condition (as determined by the Parish Council), which may include not being cultivated, or an excessive overgrowth of weeds or other overhanging vegetation, may be considered a breach of the Tenancy Agreement.**

- a. Failure to maintain a plot will lead to the Council requesting remedial action. You are required to respond, *in writing*, to the Council, (within 28 Calendar Days of the date of a letter), indicating that you will make all reasonable efforts within this and the following calendar month to remediate the situation.
- b. Failure to respond to the first letter, *in writing* within 28 days from the date of posting, will result in further follow up action. Refusal to action remedial work, or failure to respond to the Parish Council, will lead to Termination of the Tenancy Agreement.
- c. Refunds upon termination are at the discretion of the Parish Council, and may be pro-rata, depending upon the remaining period of the agreement, less any costs associated with returning the plot to a cultivated or otherwise appropriate condition.

16. 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.

17. 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 name on the Garden Tenancy Agreement, at the start of the tenancy or during the year (see Tenancy Agreement for conditions).

The above are the current terms and conditions, to be observed in conjunction with the adopted Tenancy Agreement, published by the Parish Council for new or continued tenancy of the garden plots

Attachment 1: Example of Renewal Reminder

Tenant(s) name(s)

Street Name

Thorner

LS14 3XX

03rd February 202x

Tenant(s) Plot Number #Letter

Further to the letter issued regarding your garden tenancy for 202X, Thorner Parish Council have not received payment.

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

If I do not receive any written response (within 28 Calendar Days), I will assume that you do not wish to keep the garden and therefore it will be reallocated. This is within the current terms and conditions of an application for new or continued tenancy of the garden plots.

Yours sincerely

Barry Riley
Clerk to the Council.
Clerk@thorner-parish-council.org.uk

Attachment 2: Example of Notice of Termination under condition X of current Tenancy Agreement – Failure to maintain a Plot

Tenant(s) name(s)

Street Name

Thorner

LS14 3XX

Month 202x

Name(s)

Address

Dear Tenant(s) Plot Number #Letter,

Further to the terms and conditions of the current Tenancy Agreement, attached to the tenancy of a garden plot under the management of Thorner Parish Council, it has come to the attention of the Council that Plot #Letter is not being maintained in an appropriate condition, namely it is not being cultivated, leading to an excessive overgrowth of weeds or other overhanging vegetation. The situation has been noted over #weeks, as documented within Parish Council Meeting minutes.

You are required to respond, in writing, to the Council, (within 28 Calendar Days of the date of this letter), indicating that you will make all reasonable efforts within the remainder of this month and the following calendar month to remediate the situation.

Failure to respond to the first letter within 28 days from the date of posting, will result in further follow up action. Refusal to action remedial work, or failure to respond to the Parish Council following subsequent notification, will lead to Termination of the Tenancy Agreement.

The Plot will be reallocated.

Refunds upon termination are at the discretion of the Parish Council, and may be pro-rata, depending upon the remaining period of the agreement, **less any costs associated with returning the plot to a cultivated condition.** This is within the current terms and conditions published by the Parish Council for new or continued tenancy of the garden plots.

Yours sincerely

Barry Riley
Clerk to the Council.
Clerk@thorner-parish-council.org.uk

PORTABLE WATERING SYSTEM FOR PLANTERS AROUND THORNER



3.2GPM Battery-Powered Fuel Transfer Pump with Auto-Stop Sensor 4 Adapters 51" Hose for Fuel & Water

£ 40.00



4 x AA RECHARGEABLE BATTERY

1.5V 13600mAh USB AA Lithium ion Rechargeable Battery, Fast Charging 2000 Cycle with Type- C Port.

£ 15.00



2 x 25L Stackable Water Containers

Food Grade

UN Approved

Dimensions: 290 x 240 x 400mm (L x W x H)

Weight: 900g

Colour: Natural

Around £14.00 each

1 x Pump £40.00

Set of 4 rechargeable batteries £15.00

2 x 25 Lit Stackable water containers £28.00

TOTAL Circa £83.00

Watering of Planters

Whilst the plants in the various planters around Thorner are reasonably resilient to drought conditions they still require watering in very dry weather.

Attached are details of a low cost mobile watering system that will easily fit in the boot of most cars it consists of two 20/25 Lit plastic containers & an electric pump with easily rechargeable batteries.

As the planters are not all close to a vehicle parking place a container would have to be lifted next to a planter.

A full 25lit container will weigh approx 26Kg/56lb a small foldable sack barrow type of wheels would assist moving a full container close to a planter if someone found it difficult to lift. This would only be required for the first watering as the containers get lighter as the water is used.

More containers could be added if required.