



**Minutes of the Ordinary Meeting of Wrose Parish Council held on
Thursday 10 March 2022, at 7pm at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN**

Present:

Councillors: Alex Ross-Shaw (Chairman), Martin Humphreys (Vice Chairman), and Kath Hirsh.
Clerk: Ruth Thompson.

Fakhera Rahman (BMDC Ward Officer)

Paula Truman (Flicks in the Sticks)

Members of the public: 8

The meeting commenced at 7pm and finished at 9pm.

1. (03/22) Chairman's welcome and opening remarks

Cllr Alex Ross-Shaw welcomed everyone to the meeting including members of the former Bolton Residents' Association.

2. (03/22) Apologies

2.1. To note any apologies received.

Apologies received were noted from: Cllr Pav Gosal, Cllr Susan Hinchcliffe, Cllr Gillian Thorne and Cllr Dave Jessop. Cllr Dave Jessop dialled into the meeting on the phone but could not partake in any of the votes.

2.2. To approve any reasons for absence submitted for consideration.

RESOLVED to approve the reasons for absence.

3. (03/22) To Note any Declarations of Interest

3.1. To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting.

No declarations of interest were made.

3.2. To approve any dispensation requests.

No request to approve dispensation requests were made.

4. (03/22) Public Participation

4.1. To receive a report from the PCSO

No report was presented as the PCSO did not attend the meeting.

4.2. Public participation session

A member of the public advised that they had found correspondence from 2006 regarding proposals to reduce the bend on Westfield Road by widening the road.

Cllr Dave Jessop advised that he had been involved with this initiative which had depended on joint funding from Wrose Parish Council and Shipley Area Committee. Unfortunately, the initiative was not selected for funding by Shipley Area Committee and so did not proceed.

A member of the public asked whether BMDC Highways department had considered straightening the bend and if this issue could be raised with Cllr Hinchcliffe. Cllr Ross-Shaw advised that, as no accidents or incidents had been reported at this location, straightening the road was unlikely to be a high priority.

A member of the public asked if the developers of the new housing could fund the road improvements. Cllr Ross-Shaw advised that section 106 agreements with developers can sometimes be made.

A member of the public questioned whether there would be enough school places and doctor provision as a result of the proposed developments. Cllr Ross-Shaw confirmed that the current assessments showed there would be.

A member of the public queried whether developers had to consider what had been on the land before houses were built. Cllr Ross-Shaw advised that there are set processes which developers follow prior to consideration of planning requests.

A member of the public reported that the Westfield Road sign had been knocked over. Cllr Dave Jessop advised that he had reported this and Cllr Ross-Shaw advised that he was also aware of it.

A member of the public asked about the status of the house at the top of Gainsby Lane. Cllr Ross-Shaw advised that the house has now been underpinned and is safe.

A member of the public asked for an update on the plans for the former Methodist Church site. Cllr Ross-Shaw advised that, while housing had been accepted in principle, the current proposals had recently been rejected.

A member of the public asked how one found out who owned a piece of land. Cllr Ross-Shaw advised that this could be found out from the Land Registry.

A member of the public requested a new litter bin to be placed on the bend of Livingston Road opposite the junction with Clara Road near to the snicket. Cllr Ross-Shaw advised that litter bins are the responsibility of Bradford Metropolitan

District Council (BMDC). Bins are surprisingly expensive, but a request could be made to BMDC.

A member of the public reported that litter had been left near 68 Cheltenham Avenue. This was noted by Fakhera Rahmen (BMDC Ward Officer) who advised they would follow this up.

5. (03/22) Minutes

5.1. To approve minutes of the ordinary meeting of Wrose Parish Council held 10 February 2022, as a true and accurate record of that meeting.

RESOLVED to approve the minutes subject to the addition of a note advising that Cllr Jessop had contributed by telephone.

6. (03/22) Planning

6.1. To consider planning applications received.

Reference	Address	Description	RESOLVED
22/00940/HOU Response deadline 23 March	127B Wrose Road Bradford West Yorkshire BD2 1PT	First floor side extension with new roof and ground floor amendment.	To make no comment.

6.2. To consider any other planning related issues.

No items were presented for consideration.

6.3. To consider any planning enforcement issues.

No items were presented for consideration.

7. (03/22) Wrose Parish Council

7.1. To consider applications from eligible candidates for Wrose Parish Cllr vacancy.

No applications had been received for consideration.

7.2. To consider the updated Asset Register.

RESOLVED to approve the Asset Register.

7.3. To consider a schedule of publications.

RESOLVED to approve the Schedule of Publications subject to the updates agreed at the meeting.

7.4. To consider Wrose Parish Council's Standing Orders and Financial Regulations.

RESOLVED to approve the Council's Standing Orders and Financial Regulations subject to the addition of a cross reference on the Financial Regulations to tenders in the Standing Orders.

7.5. To consider a data audit questionnaire.

RESOLVED to approve a data audit questionnaire for distribution to Cllrs for completion.

7.6. To consider the publication of items on the website including:

7.6.1. A list of committees and current working groups and their membership.

RESOLVED to publish on the Wrose Parish Council website information about council committees and Cllr representation responsibilities.

7.7. To consider the format of the Annual Town Meeting.

RESOLVED that the Annual Town Meeting would commence at 6.30pm on Thursday 12 May and would include a presentation by Cllr Ross-Shaw on the activities and achievements of the Council in the last year.

The Annual Town Meeting would be followed by the Annual Meeting which would commence at 6.45pm which would then be followed by a meeting of the full council commencing at 7pm.

7.8. To consider the location of full council meetings: June to December 2022.

RESOLVED to continue to hold meetings at St Cuthberts on the second Thursday of each month and the Clerk to book St Cuthberts' hall to April 2023.

7.9. To consider the setting up of a working group to review the current website and email provision.

RESOLVED to carry this action forward to the next meeting.

7.10. To consider the use of BIST as a provider of stationery to Wrose Parish Council.

RESOLVED to approve BIST as a potential supplier of stationery to Wrose Parish Council with the Clerk to obtain information from 2 other potential stationery suppliers so price comparisons could be done when actual stationery orders were to be made.

7.11. To consider the purchase of a high-resolution logo for Wrose Parish Council.

Cllr Ross-Shaw advised that he estimated the total cost of a high-resolution logo would be circa £150.

During an initial discussion with a designer, it was suggested that the Wrose logo looked more balance with the rose “standing on its feet”.

RESOLVED for Cllr Ross-Shaw to obtain quotes to produce a high-resolution logo.

7.12. To consider the purchase of a projector for use by Wrose Parish Council

Cllr Jessop advised that he had the Wrose Parish Council projector and therefore a new projector was not required.

RESOLVED to add the projector to the current asset register and for the projector to be delivered to Cllr Hirsh.

8. (03/22) Finance

8.1. To receive and approve the schedule of payments for March 2022 as listed below:

Payee:	Description of goods/services:	VAT	Total Value:
BMDC	Play Services 27 July to 31 August 2021	Exempt	£3600
Ruth Thompson Clerk	1 ink cartridge – black 1 pack of printing paper		£21.75
Ruth Thompson Clerk	50% of membership fee to SLCC (Shared with Bingley Town Council) – full cost £198		£99
St Cuthberts	Room hire (Jan and Feb 22 and May and June 21 not previously charged for)		£100

Cllr Hirsh noted that some payroll information had been sent by the payroll provider to the previous clerk in error and that the schedule shown above did not include direct debit payments so did not provide a full picture of the month's expenditure.

RESOLVED.

For the payments listed above to be made.

For the Clerk to consider how direct debit payments should be displayed on the monthly schedule of payments.

For the Clerk to notify the payroll provider that payroll information should no longer be sent to the previous clerk.

8.2. To approve a bank reconciliation to 27 February 2022 (as evidenced by bank statement and ledger/cash book).

Cllr Hirsh advised that the bank had only provided a statement to 11 February and therefore the bank reconciliation could only be done to that date.

RESOLVED to approve the bank reconciliation to 11 February 2022.

8.3. To note the budget situation to date.

The budget situation to date was noted.

8.4. To consider reissuing cheques to SLCC at a cost of £30.00

The Clerk (Ruth Thompson) advised that these cheques had now been presented at the bank so there was no longer a requirement to reissue them.

8.5. To receive an update on the reimbursements to Cllr Ross-Shaw and Ruth Thompson (Clerk) on expenditure approved at the February 2022 meeting of Wrose Parish Council.

Ruth Thompson was issued with a cheque for reimbursement of expenditure previously approved.

Cllr Jessop advised that he had not yet issued any reimbursements to Cllr Ross-Shaw. This was because he had only recently received the receipt for the purchase of Microsoft Office. This item had been listed in the February schedule of payments as TBA and was submitted by Cllr Ross-Shaw at the February 2022 Council Meeting. However, Cllr Jessop had not attended that meeting and had only recently received the receipt.

8.6. To receive an update on the setting up of a direct debit for the payment of the Clerk's phone and to the ICO as approved at the February 2022 meeting of Wrose Parish Council.

It was noted that the direct debit for the Clerk's phone contract had not yet been set up. Cllr Ross-Shaw advised that as the Council did not have a debit card this had proved difficult. He advised that he was happy to continue to pay directly for the monthly charge and make a claim on a quarterly basis for the cost.

RESOLVED not to set up a direct debit payment at the current time and for Cllr Ross-Shaw to continue to make expense claims for the cost of the Clerk's phone contract.

It was noted that the IOC direct debit had not yet been set up.

RESOLVED that Cllr Ross-Shaw would investigate how this could be set up.

8.7. To consider the transfer of financial record keeping to the Clerk as RFO with effect from 1 April 2022 including holding of cheque books, and direct receipt of bank statements and direct debit invoices.

RESOLVED that the postal address for bank statements should be changed to the Clerk and that the cheque books currently held by Cllr Jessop would be passed to Cllr Hirsh before being passed to the Clerk.

9. (03/22) Grants

9.1. To consider the response from Flicks in the Sticks following notification that their grant application was not successful.

Paula Truman from Flicks in the Sticks was present at the meeting.

Cllr Ross-Shaw advised that the Council was supportive of the cinema initiative being launched by Flics in the Sticks.

As the group had not been able to provide all the necessary supporting paperwork to be considered for an ongoing grant it was suggested by Cllr Hirsh that the group apply for a start-up grant. This would require Flicks in the Sticks to submit a copy of their constitution and to provide written confirmation from the organisation providing banking facilities for the group that they were undertaking this role.

Cllr Hirsh advised that a start-up grant of £300 could be considered. A second start up grant could be considered 6 months later.

If a grant was provided the group would be requested to acknowledge the support of Wrose Parish Council in some of its publicity.

10. (03/22) Council events, land, open spaces and utilities

- 10.1. To receive an update from the Queen's Platinum Jubilee celebrations working group including the completion of paperwork for the Public Safety Liaison Group (PSLG).

Cllr Ross-Shaw advised that he had been working to co-ordinate the efforts of St Cuthberts, Highcroft Youth Services and Wrose Parish Council in preparation for the Queen's Platinum Jubilee celebrations. He reported that PSLG and BMDC Estates department are now aware of the planned celebrations and a meeting is planned with them next week.

- 10.2. To consider the purchase of a cabinet plate for All Alone Road.

RESOLVED to carry the action forward.

- 10.3. To consider the purchase of 2 planters at a cost of £30 each.

Fakhera Rahmen (BMDC Ward Officer) advised that BMDC would provide 2 new planters outside the Old Library and replace one existing planter on Wrose Road if Wrose Parish Council were happy to take on the maintenance of the planters.

RESOLVED that Wrose Parish Council would take on the maintenance of planters provided by BMDC mentioned above.

The dimensions of the planters proposed by Cllr Jessop was queried, there was concern that, at £30 a planter, they might be very small.

RESOLVED for Cllr Jessop to find out the dimensions of the proposed planters.

- 10.4. To consider an update on the progress of allotments for Wrose.

It was noted that there was no further news on this item.

11. (03/22) Correspondence

11.1. To note correspondence received not specifically dealt with on this agenda.

It was noted that there was no additional correspondence to consider.

12. (03/22) Next meeting

12.1. To confirm the date of the next ordinary meeting of Wrose Parish council as, Thursday 14 April 2022.

RESOLVED to confirm the date of the next meeting of Wrose Parish Council as, Thursday 14 April 2022.

The meeting ended at 9pm
