



Minutes of the Full Council Meeting of Wrose Parish Council
Held on Thursday 12 May 2022 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN
The meeting commenced at 7.15 pm and ended at 8.53 pm

Present:

Councillors: Alex Ross-Shaw (Chairman), Martin Humphreys (Vice Chairman), Pav Gosal, Kath Hirsh and Gillian Thorne.

Clerk: Ruth Thompson.

Members of the public: 6 members of the public (some members of the public left before the end of the meeting).

1. (05/22) Chair's welcome and opening remarks

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (05/22) Apologies

2.1. To note any apologies received

Apologies received were **NOTED** from:

Cllr Susan Hinchcliffe

Cllr Dave Jessop. Cllr Dave Jessop dialled into the meeting on the phone but was not able to partake in any of the votes.

2.2. To approve any reasons for absence submitted for consideration

RESOLVED to approve the reasons for absence for Cllr Susan Hinchcliffe and for Cllr Dave Jessop.

3. (05/22) 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 requests to approve dispensation requests were made.

4. (05/22) Public Participation

4.1. To receive a report from the PCSO

The PCSO did not attend the meeting, so no report was received.

4.2. Public participation session

Members of the public and press were invited to raise any questions or issues relating to the work of the Parish Council. for a maximum of 15 minutes.

A member of the public asked if there was any news about development on 204 Gaisby Lane.

Cllr Alex Ross-Shaw advised that he understood an application to build a house on the site had now been submitted.

Cllr Martin Humphreys advised that he understood that the neighbouring property had now been underpinned and made safe.

A member of the public asked if there was any news on the houses planned on Kings Drive.

Cllr Alex Ross-Shaw advised that he had no further information. Wrose Parish Council are informed of potential developments as they have a right to be consulted but after that they receive no further updates. Members of the public can look on the Bradford Metropolitan District Council (BMDC) planning portal for updates.

A member of the public advised that one of the new trees in Claremont Park was dead.

Cllr Alex Ross-Shaw advised that he had already reported this to the relevant council officer at BMDC.

A member of the public commented that there were still items of rubbish on All Alone Road.

Cllr Pav Gosal reported that he believed there hadn't been any new incidents of rubbish dumping since the barriers appeared.

Members of the public were encouraged to report incidents of fly tipping to BMDC.

A member of the public noted that some pot-holes had been marked up on the road for attention.

A member of the public asked if there was any further news in relation to the proposed development of the Methodist church site.

Cllr Alex Ross-Shaw advised that he believed a new group were seeking to raise funds to buy the site after the rejection of an earlier housing application.

5. (05/22) Minutes

5.1. To approve minutes of the ordinary meeting of Wrose Parish Council held 14 April 2022, as a true and accurate record of that meeting.

Cllr Dave Jessop noted that the minutes of 14 April had been incorrectly headed with 17 April.

RESOLVED to approve the minutes were a true and accurate record of the meeting of 14 April 2022 subject to the heading date being amended accordingly.

6. (05/22) Planning

6.1. To consider planning applications received.

| Reference | Address | Description | Council response |
|--|--|--|---|
| 21/06299/MAO Application is to be discussed at the next meeting of the Regulatory and Appeals Committee to be held on 26 May 2022 at 10.00 am. Register to speak by emailing the Governance Officers yusuf.patel@bradford.gov.uk and farzana.mughal@bradford.gov.uk 48 hours in advance of the meeting. | Land South Of 63 To 77 Westfield Lane Shipley West Yorkshire | Outline application for residential development of land (site area 0.82 ha) for 30 houses requesting consideration of access and scale | To NOTE that this item related to an invitation to speak at the Regulatory and Appeals Committee |
| 22/01452/FUL Response deadline 27 May 2022 | Grid Ref: 417367 436434 Location: 2A Wrose Road Bradford West Yorkshire BD2 1LH | Change of Use from retail to daytime coffee house and evening micro pub with associated works | RESOLVED To make no comment |

6.2. To consider any other planning related issues.

No other issues were put forward for consideration.

6.3. To consider any planning enforcement issues.

No planning enforcement issues were presented for consideration.

7. (05/22) Wrose Parish Council

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

No applications for consideration had been received.

7.2. To receive the report of the auditor.

The report of the auditor was **RECEIVED**.

It was **NOTED** that the results represented a significant improvement on last year and that the Clerk had been praised in the report.

7.3. To consider the updated risk register

RESOLVED to approve the updated Risk Register subject to the addition of a further management control on risk 6 (Failure of council meeting to be quorate) to include recruitment of councillors when vacancies occur.

7.4. To consider the updated Asset Register

RESOLVED to approve the updated Asset Register subject to the addition of an additional tiered planter.

It was **NOTED** that the planters on the railings near the crossing were deliberately staggered to enable motorists to clearly see the pedestrians.

7.5. To receive an update on the data protection personal data audit from the Clerk.

It was **NOTED** that data was still incomplete for Cllr Susan Hinchcliffe, Cllr Martin Humphreys and Cllr Gillian Thorne.

7.6. To receive an update from Cllr Ross-Shaw on the cost of a new website from the existing supplier

It was **NOTED** that Cllr Ross-Shaw was still awaiting a quote from the current supplier.

7.7. To receive an update from the Clerk on how to set up internet banking and to consider whether to set an account with Unity Trust Bank

It was **NOTED** that the Clerk could initiate the move to on-line banking with Unity Trust Bank. Councillors would then receive ID requests from the bank to complete account set up. Once the bank account was set up, a switch service could be implemented to move across all standing orders or direct debits.

It was **NOTED** that Unity Trust Bank does not have debit card facilities, but a multi-pay card is available.

Unity Trust Bank standard tariff of charges were **NOTED**.

It was **RESOLVED** for the Clerk to initiate the set up of a bank account with Unity Trust Bank and that Cllrs Alex Ross-Shaw, Martin Humphreys and Kath Hirsh would be given signature level access.

7.8. To consider the setting of overtime approval authorisation limits for Cllr Ross-Shaw as line manager to the Clerk

RESOLVED to delegate authority to approve up to 10 additional hours per month with approvals being reported to the Full Council the following month

7.9. To receive an update from Cllr Ross-Shaw on planters for Wrose

It was **NOTED** that the new planters had now been provided by BMDC and feedback so far was very positive.

It was **RESOLVED** that Cllr Gillian Thorne would follow up with Bradford Works what planting, and Maintenance quotes might be required going forward.

7.10. To consider the purchase of one copy of The Good Councillor Guide and one copy of The Good Councillor's Guide to Finance and Transparency 2018 to be used as a reference copy for councillors and staff.

RESOLVED for the clerk to investigate if electronic copies were available free of charge but if not for 1 copy of each booklet to be purchased.

7.11. To receive an update from Cllr Ross-Shaw on the costs of a paper-based newsletter

It was **NOTED** that Shipley Council produce a newsletter at a cost of £1,382 for design, print and delivery.

8. (05/22) Finance

8.1. To note the receipt of the precept: £31,668

The receipt of the precept was **NOTED**

8.2. To receive and approve the schedule of payments for May 2022 as listed below:

| Payee: | Description of goods/services: | VAT | Total Value: |
|--------------------------|--|---------|--------------|
| Wrose Carnival Committee | Donation for the provision of public entertainment | | £2000 |
| YLCA | Agar training webinar | | £25 |
| Diane Brown | Remote audit | | £180 |
| SLCC Enterprises Limited | Locum Fees – December 2021 | £163.80 | £982.80 |
| Phenomenal Fireworks | Firework display for Jubilee event | £150 | £900 |
| Cllr Martin Humphreys | Funds to pay the band (Hardshoulder) who are performing at Jubilee event | | £260 |

RESOLVED to approve the schedule of payments with the Clerk to check the available powers for the donation to Wrose Carnival

8.3. To note April direct debits and automatic payments

| Payee: | Description of goods/services: | Vat | Total |
|-------------|--|-----|--------|
| HSBC | Bank Charges | | £5.40 |
| BG Business | All Alone Road – Street Lighting | £1 | £21.06 |
| BMDC | Payroll charges (March payroll charge not to be deducted until 5 May 2022. | | £0 |

The April direct debits were **NOTED**

8.4. To approve a bank reconciliation to 30 April 2022 (as evidenced by bank statement and ledger/cash book).

RESOLVED to approve the bank reconciliation to 30 April 2022

8.5. To consider the current budget position including:

8.5.1. The amounts allocated to each budget cost heading.

RESOLVED to review the amounts allocated to each budget cost heading in July 2022.

8.5.2. The creation of a training budget.

RESOLVED to review the creation of a training budget in July 2022.

9. **(05/22) Grants**

9.1. To receive an update from Cllr Ross Shaw on the application for a grant from BMDC to help fund Jubilee events.

It was **NOTED** that Wrose Parish Council had been awarded a Jubilee event grant.

10. **(05/22) Council events, land, open spaces and utilities**

10.1. To receive an update from the Queen's Platinum Jubilee celebrations working group and to consider delegating the authority to purchase a licence to show the official jubilee film at the event to the Councils' Platinum Jubilee Working Group.

An update from the working group was **RECEIVED**. It was noted that activities will be based around the Highcroft Youth Centre commencing at 2pm on Thursday 2 June 2022. Afternoon activities include crafting and archery. In the early evening the Platinum Jubilee Film will be shown. Evening entertainment will include a live band, a church reading, the lighting of the beacon and a firework display. Food will be available for purchase.

It was **NOTED** that the Wrose beacon had been officially registered as part of the Platinum Jubilee celebrations.

Cllr Gillian Thorne commented that it had been very useful to have had input from various departments and organisations.

It was **NOTED** that First Aid provision might be required at the event. It was **RESOLVED** that the working group investigate the provision of First aiders.

It was **RESOLVED** to delegate authority to spend up the agreed Platinum Jubilee budget directly to the Platinum Jubilee Working Group.

The Platinum Jubilee Working Group reported their intention to purchase a licence to show the official Platinum Jubilee film at the event at a cost of £95.00. It was **RESOLVED** that this purchase could be made.

10.2. To consider quotes for a cabinet plate for All Alone Road.

It was **NOTED** that one quote of £10 had been provided and a further quote was anticipated.

It was **RESOLVED** that the clerk would ask for a revised layout from the supplier to include the name of the council next to the logo.

10.3. To receive an update on the progress of allotments for Wrose.

It was **NOTED** that once land is transferred to Wrose Parish Council an application for change of use to allotments will be required.

11. (05/22) Correspondence

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

It was **NOTED** that the Clerk had received correspondence from HSBC regarding overdraft charges.

12. (05/22) Next meeting

To confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 9 June 2022 at 7pm.

It was **RESOLVED** that the next ordinary meeting of Wrose Parish Council will be on Thursday 9 June at 7pm .
