



**Minutes of the Ordinary Meeting of Wrose Parish Council held on
Thursday 17 April 2022, at 7pm at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN**

The meeting commenced at 7.05pm and ended at 9.11pm

Present:

Councillors: Alex Ross-Shaw (Chairman), Martin Humphreys (Vice Chairman), Kath Hirsh and Pav Gosal (from 7.12pm)

Clerk: Ruth Thompson.

Members of the public: 4

1. (04/22) Chairman's welcome and opening remarks

Cllr Ross-Shaw welcomed all present to the meeting.

2. (04/22) Apologies

2.1. To note any apologies received.

Apologies received were noted from: Cllr Dave Jessop. Cllr Dave Jessop dialled into the meeting on the phone but could not partake in any of the votes.

(Towards the end of the meeting apologies for absence were received from Cllr Thorne)

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

RESOLVED to approve the reasons for absence for Cllr Jessop.

3. (04/22) 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. (04/22) 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

Members of the public and press are invited to raise any questions or issues for a maximum of 15 minutes. Questions that cannot be readily answered may be brought up at the next convenient meeting.

The current status of potholes in the parish was discussed. Cllr Ross-Shaw encouraged members of the public to report potholes for repair directly to Bradford Metropolitan District Council (BMDC) who are responsible for this work.

A member of the public reported that the Westfield Lane sign had still not been reinstalled. Cllr Dave Jessop advised that the sign shop at BMDC was currently extremely busy. Work on signage for the clean air initiative was taking priority which meant that some other jobs were taking longer than usual.

A member of the public asked if there were any updates about the planned housing development on Westfield Lane. Cllr Ross-Shaw advised that new drawings for access had been submitted but there were no other updates to report.

(Councillor Pav Gosal arrived at the meeting)

A member of the public questioned the minutes of the meeting of Wrose Parish Council held on 10 March 22 which stated that had not been any accidents on Westfield Lane when they were aware that some incidents had taken place. Cllr Ross-Shaw advised that only certain incidents of a serious nature are formally recorded.

A member of the public asked if there was any update on the Flower Funds Homes development. Cllr Ross-Shaw advised that he could not provide an update. Applications are considered by BMDC.

A member of the public reported that a pothole that he had reported had been fixed within seven days and Kings Drive had had the attentions of a road sweeper and as a result looked very good.

A member of the public reported that the new trees in Claremont Park were swaying. They thought the trees needed to be staked. Cllr Ross-Shaw advised that the parks team were now planting trees without stakes in an attempt to reduce vandalism. Vandals have in the past broken new trees across the stake. Cllr Ross-Shaw advised he would make a note to ask the parks team to inspect the trees to check that had rooted properly.

A member of the public noted that he had observed people defecating in the park. It was noted that the nearest public toilets are some distance from the park.

A member of the public noted that there had been some fly tipping on All Alone Road. Cllr Pav Gosal advised that one of the objectives of the new barriers on All Alone Road was to try to reduce fly tipping in this area.

4.3. To receive an update on the submission of a request to BMDC for a litter bin on Livingston Road.

Cllr Ross Shaw commented that he thought this would have been picked up by the Ward Councillor who had attended the meeting.

5. (04/22) Minutes

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

RESOLVED to approve the minutes of the ordinary meeting of Wrose Parish Council held 10 March 2022, as a true and accurate record of that meeting

6. (04/22) Planning

6.1. To consider planning applications received.

Reference	Address	Description	RESOLVED
Application Number: 22/00943/FUL Response deadline: 30 March 2022. Extension requested and granted. Decision will be made in May unless notified otherwise.	Grid Ref: 415798 437032 Location: 20 Snowden Road Shipley West Yorkshire BD18 1JD	Proposal: Change of use from office to residential	To make no comment
Application Number: 22/01118/HOU Response deadline: 4 April 2022 Extension requested and granted to 18 th April 2022	Grid Ref: 415950 437193 Location: 85 Low Ash Drive Shipley West Yorkshire BD18 1JQ	Proposal: Two storey wrap around extension side and rear.	To make no comment
Application Number: 22/01129/FUL Response deadline 6 April 2022 Extension requested and granted until 18 April 2022.	Grid Ref: 417109 436575 Location: Willow Grange Wrose Road Bradford West Yorkshire BD2 1LP	Proposal: Construction of detached dwelling	For Cllr Martin Humphreys to comment on behalf of Wrose Parish Council advising of a concern in relation to emergency vehicle access.
Application Number: 22/01301/HOU Response deadline 12 April 2022 Extension requested and granted until after April Council meeting unless notified otherwise.	Grid Ref: 416802 436668 Location: 123 Wrose Road Bradford West Yorkshire BD2 1PT	Proposal: Double storey side extension with car port and ground floor level and single storey rear extension	To make no comment
22/00985/FUL Response deadline 18 April	Grid Ref: 415756 436783 Location: 204 Gaisby Lane Shipley West Yorkshire BD18 1AE	Proposal: Construction of attached residential dwelling	To make no comment

22/01426/HOU Response deadline 19 April	Grid Ref: 416509 436832 Location: 172 Wrose Road Bradford West Yorkshire BD2 1PS	Proposal: Single storey side and rear extension.	To make no comment
Application Number: 22/01503/HOU Response deadline 22 April	Grid Ref: 416774 437180 Location: 4 All Alone Road Bradford West Yorkshire BD10 8TX	Proposal: Single storey detached annex in the rear garden.	To make no comment A member of the public was advised to make a comment directly to BMDC if they had concerns about the implications for their boundary wall as a result of the proposal
Application Number: 22/01517/HOU	Grid Ref: 416799 436256 Location: 86 Cheltenham Road Bradford West Yorkshire BD2 1QQ	Proposal: Erection of a bay window and extended open canopy to front door (retrospective)	To make no comment
Application Number: 22/01545/HOU Deadline 25 th April	Grid Ref: 416495 436696 Location: 15 Claremont Grove Shipley West Yorkshire BD18 1P	Proposal: Loft conversion with front and rear dormer windows (resubmission)	To make no comment

6.2. To consider any other planning related issues.

6.2.1. To consider the list of sites approved by the Shipley Area Committee on 28 July 2021 for inclusion within its 2020/21 Shipley Area Wide Traffic Regulation Order (TRO)

The list of sites was **NOTED** by the Council.

6.3. To consider any planning enforcement issues.

No items were presented for consideration.

7. **(04/22) 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 consider the setting up of a working group to review the current website and email provision.

RESOLVED to carry forward the setting up of a working group once high-level quotes for a new website had been obtained from the current provider by Cllr Ross Shaw.

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

It was **NOTED** that Cllr Ross Shaw had managed to obtain a high-resolution logo for Wrose Parish Council free of charge.

- 7.4. To consider the delegation to Cllr Ross-Shaw (as line manager to the Clerk) the authority to approve additional hours above the current contracted monthly hours, with any approvals being reported to the Council in the following month.

RESOLVED to approve the delegation to Cllr Ross-Shaw of the authority to approve additional clerking hours above the current contracted monthly hours, with any approvals being reported to the Council in the following month.

It was **NOTED** that consideration should be given to establishing a contingency budget for such costs.

- 7.5. To consider the purchase of a printer/scanner for use by the Clerk.

RESOLVED to purchase a printer/scanner for use by the Clerk. The proposed printer to be purchased is the HP Officejet 801 printer at a quoted cost of £149.99.

- 7.6. To consider the Wrose Parish Council Risk Register.

The Risk Register was reviewed, and it was **RESOLVED** that the clerk add the following risks to the register and propose appropriate control measures:

The employment and retention of an effective clerk and RFO (low probability, high impact)

The storage and protection of council information and data (medium probability, high impact)

Council meetings not being quorate (low probability, high impact)

Two Councillors not being available to sign cheques (low probability, medium impact)

Work demands might exceed the contractual hours of the clerk (medium probability, low impact)

Proper notifications of public meetings might not be given (medium probability, medium impact)

- 7.7. To consider the adoption of an internal controls policy and the appointment of a Wrose Parish Council financial auditor.

RESOLVED to adopt the internal controls document presented at the meeting (with three named councillors as bank signatories).

RESOLVED to appoint Cllr Kath Hirsh as the Wrose Parish Council Financial Auditor.

- 7.8. To receive an update on the completion of the audit of personal data held by staff and councillors.

The clerk advised that information had been provided by Cllrs Ross-Shaw, Hirsh and Jessop.

RESOLVED that the clerk would resend the request to councillors who had not yet provided the information.

- 7.9. To consider the approach to agenda and minute numbering from May 2022

RESOLVED to continue with the current numbering system.

7.10. To receive an update on the receipt of the projector.

It was **NOTED** that the project had been received.

7.11. To consider the approach to promoting the work of Wrose Parish Council

A discussion was held on how the work of Wrose Parish Council could be promoted. Options considered included website articles, creation of a Facebook page and an annual newsletter. Resourcing constraints limited what it was felt could be done at the current time.

RESOLVED: Cllr Ross-Shaw to obtain a quote for a paper-based newsletter

8. **(04/22) Finance**

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

RESOLVED to approve the following payments:

Payee:	Description of goods/services:	VAT	Total Value:
Yorkshire Local Councils Associations	YLCA membership		£959
Ruth Thompson Clerk	Stationery costs reimbursement Cannon colour print cartridge £23.49 A4 Arch lever file £2.25		£25.74

A potential claim for stationery and postage costs by Cllr Jessop, that had appeared on the agenda, was not submitted and therefore no payment for this was approved.

8.2. To note March direct debits and automatic payments

The following direct debits and automatic payments were **NOTED:**

Payee:	Description of goods/services:	Total
HSBC	Bank Charges	7.40
BMDC	Payroll Services	1186.24
BG Business	All Alone Road – Street Lighting	24.70

8.3. To approve a bank reconciliation to 31 March 2022 (as evidenced by bank statement and ledger/cash book).

RESOLVED to approve the bank reconciliation to 31 March 2022.

8.4. To note the budget situation to date.

The budgets situation to date was **NOTED**

8.5. To consider the cost centre codes to be used for the year to end March 23.

RESOLVED to consider any changes to cost centre codes when the budget was reviewed in May.

8.6. To consider including the Clerk on the HSBC bank mandate.

RESOLVED to consider including the Clerk on the HSBC bank mandate as part of item 8.8.

8.7. To consider adding an additional councillor signatory to the bank mandate.

RESOLVED to consider adding an additional councillor signatory to the bank mandate as part of item 8.8.

8.8. To consider a move to internet banking including the use of Unity Trust Bank or other internet banking providers.

RESOLVED to move to internet banking and the Clerk to obtain further information on how this could be achieved.

8.9. To note the renewal of payroll services with BMDC.

The renewal of the payroll services with BMDC was **NOTED**.

8.10. To receive an update on how payment to the IOC can be made.

It was **NOTED** that the payment to IOC is still to be made.

9. (04/22) Grants

9.1. To receive an update on grant requests received.

It was **NOTED** that no applications have been received for consideration.

10. (04/22) 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 provided an update on the plans for the Queen's Platinum Jubilee celebrations. A useful joint planning meeting with Andrew Rozze (Assistant Ward Officer, Sam Rafter (Youth Services) and Ashley Evens (Bolton Villa Church) had taken place. It is anticipated that there will be activities during the day at Highcroft Youth Centre organised by Youth Services who will take the lead in liaising with the PSLG. In the evening plans include live music, a firework display, a beacon, and the jubilee reading.

10.2. To consider whether to apply for an award under the Platinum Jubilee community grants scheme.

RESOLVED to apply for an award under the Platinum Jubilee community grants scheme.

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

RESOLVED for Cllr Jessop to obtain quotes for a cabinet plate for All Alone Road.

10.4. To consider expenditure on planting and plant maintenance on Wrose Road.

RESOLVED to consider expenditure on planting and plant maintenance on Wrose Road under item 10.6.

10.5. To receive an update on planter dimensions and to consider the purchase of two planters on Highfield Road.

A quote for planting and plant maintenance had been provided by Bradford Works but this did not have the planter dimensions on it.

RESOLVED for Cllr Ross-Shaw to contact Bradford works to discuss Wrose Parish Council requirements and how this matched the quote provided.

10.6. To receive an update on the barriers on All Alone Road from Cllr Gosal

Cllr Gosal confirmed that the barriers for All Alone Road were now in place and thanked everyone who had been involved in the campaign for their provision. Cllr Gosal advised that he had already received very positive feedback about the barriers being in place.

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

It was **NOTED** that there was no further news on this item.

11. (04/22) Correspondence

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

It was **NOTED** that St Cuthbert's had advised on an increase in room hire charges from May 2022. Hire charges will now be £30 per evening.

12. (04/22) Next meeting

12.1. To confirm the date of the next ordinary meeting of Wrose Parish Council as, Thursday 12 May 2022.

RESOLVED to confirm the date of the next ordinary meeting of Wrose Parish Council as, Thursday 12 May 2022.