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**Minutes of the Full Council Meeting of Wrose Parish Council  
Held on Thursday 14 September 2023 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.  
The meeting commenced at 7.00pm and ended at 9.48pm**

**Present:**

Councillors: Jayne Allen, Jane Blake, Susan Hinchcliffe (from 7.30pm) Kath Hirsh (from 7.01pm), Alex Ross-Shaw,

Clerk: Ruth Thompson

PCSO Officers PC Kalabic and PCSO Halstead attended the meeting until the completion of item 4 (09/23).1

Members of the public: 2 at start of meeting

**1. (09/23) Chair's welcome and opening remarks.**

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

**2. (09/23) Apologies**

2.1. Apologies received were **NOTED** from:

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

Cllr Kath Hirsh arrived at the meeting at 7.01pm.

2.2. Approval of reasons for absence.

**RESOLVED** to approve the reasons for absence for Cllr Dave Jessop.

**3. (09/23) Declarations of Interest**

3.1. Declarations of interests.

No declaration of interests were made<sup>1</sup>

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<sup>1</sup> Cllr Alex Ross-Shaw later noted an interest as part of the planning agenda item.

3.2. Dispensation requests. No requests to approve dispensations were made.

#### 4. (09/23) Public Participation

##### 4.1. To receive a report from the PCSO

The PCSOs provided updates on the work of the Neighbourhood Policing Team

A member of the public asked how the police were dealing with the issue of electric scooters being ridden unlawfully. The officers noted that this was a difficult issue as pursuing electric scooters via patrol cars could have safety implications; however, it was confirmed that this issue is being actively considered.

A member of the public advised that the police patrols were having some success in reducing drug dealing activity in Snowden Road. They had noticed a couple of incidents where apparent drug dealing had been interrupted due to an approaching patrol car. They hoped more patrol cars could come down Snowden Road as part of their route.

Cllr Alex Ross Shaw thanked the officers for their report.

A member of the public raised the following items to Cllr Alex Ross-Shaw in his capacity as District Councillor:

- A concern as to the designated bin area at 79A Westfield Road
- A request for an update on the dry-stone wall issue on Westfield Lane. Cllr Alex Ross Shaw advised that he had been in contact with Bradford Metropolitan District (BMDC) Estates Team about this issue.
- The need for a road sweeper to be sent on Westfield Lane
- The need for branches to be cut at 65 to 73 Westfield Lane
- The fact that tree stumps have been left on public land outside 17 Westfield Lane
- That trees need trimming on Welwyn Avenue

The member of the public also:

- Provided an update on the water drainage issues on Westfield Lane and noted that they had been requested to provide Cllr Alex Ross-Shaw with a reference number. This number was provided at the meeting.
- Noted that the sink hole on Kings Road had now been marked up for repair.

Cllr Susan Hinchliffe arrived at 7.30pm.

A member of the public asked why the yellow lining at the junction of Towngate and Snowden Road did not extend further down Snowden Road as there were parking issues there too. In his capacity as district councillor Alex Ross-Shaw advised that this was likely to have been because a request had only been made for lines in this

area or an objection had been received in relation to yellow lining further along the road. The order had been made as a non-contentious order which meant that even one objection could prevent the District Council adding yellow lines.

4.2. To receive updates on issues previously raised in open participation.

4.2.1. Uneven pavement near Wrose Fisheries.

It was **NOTED** that Cllr Dave Jessop had been in contact with the resident who raised this issue and had now escalated it to BMDC as a safety issue.

4.2.2. Overhanging vegetation at Livingston Road.

It was **NOTED** that Cllr Dave Jessop had been dealing with overgrown vegetation issues on Bradford North Footpath 154 and had spoken to the BMDC Rights of Way Officer who had advised they would raise it with the Highways Enforcement Officer.

It was **NOTED** that Cllr Susan Hinchcliffe had been in discussion with the Community Payback Team about the removal of overgrown vegetation in front of Bolton Old Hall.

4.3. Open public participation session

*Items that would normally be raised in this agenda item were raised at the end of the PCSO report.*

## 5. **(09/23) Minutes**

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 10 August 2023, as a true and accurate record of that meeting

## 6. **(09/23) Items of a confidential nature**

6.1. It was **RESOLVED** that items 8.4 (Insurance renewal) and 9.7 (Maintenance of land at Low Ash Road) would be considered as confidential by reason of commercial confidentiality. Members of the press and public would be excluded from those items under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature. This would be facilitated by considering these items towards the end of the meeting.

## 7. **(09/23) Planning**

7.1. Planning applications received.

It was **NOTED** that Cllr Alex Ross-Shaw would not take part in the discussions, other than to answer questions, and he would not vote on planning decision resolutions due to his Programme and Portfolio role at BMDC.

Reference	Address	Description	RESOLVED
23/03051/HOU Response deadline 7 <sup>th</sup> September. Response deadline extension requested	Grid Ref: 415724 437113 Location: 54 Low Ash Drive Shipley West Yorkshire BD18 1JH	Proposal: Double storey side and rear extension, single storey rear extension, front and rear dormers	To make no comment
23/02879/HOU Response deadline 4 <sup>th</sup> September. Response deadline extension requested	Grid Ref: 416839 436705 Location: 108 Wrose Road Bradford West Yorkshire BD2 1PA	Proposal: 1-storey rear extension, first floor side & rear extension & front porch (retrospective)	To make no comment
23/02695/CLE Response deadline 30 <sup>th</sup> August Response deadline extension requested	Grid Ref: 416598 436276 Location: The Barn Bolton Old Hall Cheltenham Road Bradford West Yorkshire BD2 1QQ	Proposal: Use of The Barn as independent dwelling unconnected to Bolton Old Hall	To make no comment
23/02779/HOU Response deadline 30 <sup>th</sup> August Response deadline extension requested.	Grid Ref: 416538 437129 Location: 13 Cotswold Avenue Shipley West Yorkshire BD18 1LR	Proposal: New boundary wall, fence with gate, replacement detached brick garage and wider drive and new retaining walls in front and rear	To make no comment

## 7.2. Report on the District planning portal

It was **RESOLVED** that the Clerk would record on the District Planning Portal all planning application resolutions made, including those recorded as “No Comment”. This would give the District Planning Officer a clearer indication of which applications had been actively considered by the Parish Council.

## 8. (09/23) Wrose Parish Council

### 8.1. Removal of a WPC legacy website

It was **RESOLVED** that Cllr Alex Ross-Shaw would try to contact WordPress to deactivate historic pages. To date WordPress customer support have only responded with automatic responses advising the Parish Council to deactivate the account via pages that require a password that the council no longer has.

### 8.2. The Risk Register.

It was **RESOLVED** to approve the draft Risk Register subject to an addition that BMDC undertake maintenance and safety checks on the Christmas lights.

### 8.3. The Asset Register (updated for Christmas Feature Lighting)

It was **RESOLVED** to approve the updated Asset Register subject to an addition that the ownership of the lighting columns on All Alone Road was not confirmed.

It was **NOTED** that the value of the string lights at Towngate still needed to be confirmed.

It was **NOTED** that previous changes to the value of the cabinet box should have been reflected in the carry forward figures on the 21/22 AGAR figures. It was **RESOLVED** that rather than trying to amend the historic figure the Parish Council would accept a report from the external auditor noting that this amendment should have been made.

#### 8.4. The 23/24 Insurance renewal

It was **RESOLVED** to postpone this item to the end of the meeting for reasons of commercial confidentiality.

#### 8.5. Communications, website, and social media policy.

It was **RESOLVED** that several councillors might like to meet informally in the first instance to consider ideas in relation to a communications, website, and social media policy. Initial thoughts could then be presented to the Parish Council for consideration.

#### 8.6. Current training requirements and requests

It was **NOTED** that only one councillor had identified any training needs at the current time so requests for training could continue to be submitted to the Clerk.

### 9. **(09/23) Council events, land, open spaces, and utilities**

#### 9.1. The Wrose Summer Food Festival and lessons to be learnt from the event.

It was **NOTED** that the event had proved a success despite the weather and lessons from the event included a need to:

- Commence event planning earlier in the year.
- Consider how to minimise the time requirements of the Clerk.
- Consider how to encourage attendance by residents in BD2

#### 9.2. Provision of allotments

It was **NOTED** that Cllr Alex Ross-Shaw continues to be in discussion with the BMDC Estates Team in relation to the transfer of land to Wrose Parish Council and that he has received some initial quotes for the work to transform the area into allotments.

#### 9.3. All Alone Road Lighting column asset transfer

The advice given to Cllr Alex Ross-Shaw by BMDC Highways Department regarding lighting column asset transfer was **NOTED**.

It was **RESOLVED** that Cllr Alex Ross-Shaw would try to obtain copies of the deeds of the houses adjacent to All Alone Road to try to determine what responsibility had been allocated to them in relation to the streetlights.

#### 9.4. All Alone Road Lighting columns inspections

It was **NOTED** that Cllr Dave Jessop continued to undertake monthly inspections of the lighting columns and cabinet box. Inspection reports were sent to the Clerk on a regular basis.

9.5. Application of wood preservative to the second planter outside the parade of shops on Highfield Road.

It was **NOTED** that the application of wood preservative had now been completed by Cllr Dave Jessop and that positive feedback had been received from a member of the public.

9.6. Provision and maintenance of planters in Wrose

It was **RESOLVED** that the rotten planter on Kings Road should be disposed of. The Clerk was asked to contact Damien Fisher at BMDC to request the removal and to ask if bulbs could be planted by the Parish Council at that location.

9.7. Updates to the quote for the maintenance of WPC land off Low Ash Road.

It was **RESOLVED** to consider this item at the end of the meeting for reasons of commercial confidentiality.

9.8. To consider a quote for Christmas lighting in Wrose and plans for other Christmas activities including a Christmas market.

In relation to the Christmas lighting, it was **RESOLVED** that as the proposed supplier was a specialist supplier and held Wrose Parish Council's Christmas feature lights in storage, additional quotes were not required.

It was **RESOLVED** that a Christmas lights order should be placed with Festival Lights as per the quote set out in the supporting papers although the locations of the two new column lights and the design of the new feature light would be confirmed later.

It was **RESOLVED** to ask the Post Office if they were willing to make a contribution to the Parish Council to secure Christmas lights outside their business.

It was **RESOLVED** that the Parish Council did not want to hire a Christmas grotto and the Clerk was to advise BMDC of this.

It was **NOTED** that the suggested date for Community Christmas Activities in Wrose was Saturday 9 December.

It was **NOTED** that Cllr Alex Ross-Shaw would commence conversations with District Councillor Liz Rowe on potential community activities and that Cllr Kath Hirsh would commence conversations with Age UK about their involvement.

9.9. Play in the Park events and potential dates for 2024.

It was **NOTED** that the Play in the Park events appeared to have been well received but greater publicity before the event might be welcome. It was **RESOLVED** to ask BMDC to pencil in the proposed dates they had provided for 2024 subject to

confirmation being provided once the Wrose Parish Council 2023/24 budget had been agreed.

#### 9.10. June 2024 D-Day commemorations.

It was **NOTED** that light beacons might not be very effective on a summer evening. It was **RESOLVED** to carry this item forward for consideration at a later date.

It was **NOTED** that additional ties would be needed to secure the tommy signs to lampposts for the November remembrances period at an estimated cost of £36.00.

### 10. (09/23) Finance

#### 10.1. September 2023 schedule of payments:

It was **RESOLVED** to approve the following schedule of payments:

Payee:	Description of goods/services:	Reclaimable VAT	Total Value:
Cllr Alex Ross-Shaw	Reimbursement of Clerk's phone charges. May, June, July, August		£24
Ruth Thompson Clerk	Expenses: Printer Ink Postage	£8.66	£51.99 <u>£2.25</u> <u>£54.24</u>

#### 10.2. August direct debits and automatic payments

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

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
BG Business 24 June – 23 July	All Alone Road – Street Lighting	£0.89	£18.88
BMDC	Payroll – June payroll charges	-	£1002.58

#### 10.3. August Income

The following Income was **NOTED**:

Received from:	Reason for payment:	Total
Wrose Action Group	Wrose Food Festival - Stall holder	£10.00

#### 10.4. Bank Reconciliations

It was **RESOLVED** to approve the bank reconciliation to 31 August 2023 (as evidenced by the bank statement and ledger/cash book).

## 10.5. Budget and virements.

The budget situation to date was **NOTED** and it was **RESOLVED** to accept the proposed virements.

## 10.6. Mid-year financial review

It was **NOTED** that Cllr Kath Hirsh had undertaken a mid-year financial review of the financial records maintained by the Clerk.

Cllr Alex Ross-Shaw thanked Cllr Kath Hirsh for this work.

## 11. (09/23) Grants/Donations

### 11.1. Grant or donation requests received.

#### 11.1.1. Wrose Carnival

It was **RESOLVED** that Wrose Carnival could apply for a community support grant despite having received a community sponsorship grant in the current financial year and that the Clerk should advise the group of this.

### 11.2. Conservation work at Wrose Quarry

A report on the progress of the conservation work being done at Wrose Quarry was **RECEIVED**.

### 11.3. Wrose Summer Food Festival grant funding report.

The submission of the Wrose Summer Food Festival grant funding report to BMDC was **NOTED**.

## 12. (09/23) Correspondence

### 12.1. Correspondence received not specifically dealt with on this agenda.

#### 12.1.1. Invitation to attend Calderdale Search and Rescue event.

It was **RESOLVED** to advise the group that no one from Wrose Parish Council would be able to attend the event.

#### 12.1.2. Visit to Wrose Parish Council by a Deputy Lieutenant for West Yorkshire

It was **NOTED** that the Deputy Lieutenant for West Yorkshire had been invited to attend the November Meeting of Wrose Parish Council

#### 12.1.3. Submissions to the NALC review of financial regulations.

It was **RESOLVED** that no submission would be made.

#### 12.1.4. NALC consultation on Local Plans

It was **RESOLVED** that no submission would be made.



### **13. (09/23) Staffing Matters**

#### 13.1. Hours undertaken by the Clerk in August

The Clerk's hours in August were **NOTED** as was the fact that their hours would be reviewed again in December.

### **14. (09/23) Next meeting**

14.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 5th October 2023 at 7pm

#### Items treated as confidential:

Members of the public were asked to leave so that items 8.4 and 9.7 could be considered in confidence.

It was **RESOLVED** to continue the meeting after 9.30pm to enable all items on the agenda to be considered.

#### Item 8.4 Insurance Cover

Given that an alternative quote had been obtained from an insurance provider recommended by YLCA and due to time constraints, it was **RESOLVED** that the Parish Council would make its insurance renewal decision based on 2 rather than 3 quotes.

It was **RESOLVED** to renew the Parish Council's insurance policy with Zurich at the price quoted plus up to an additional 5% to cover any additional costs that might be needed to cover the Christmas string lighting at Towngate.

It was **RESOLVED** that the Clerk should also obtain a quote for accident cover from Zurich.

#### Item 9.7 Maintenance of land at Low Ash

It was **RESOLVED** to offer a contract to the agreed supplier, at the price quoted, for a one off trim of the grass and cutting back of the willow overhanging the pavement but not to award an ongoing grass cutting contract at the current time.

It was **RESOLVED** to close the meeting at 9.48pm

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