



**Minutes of the Full Council Meeting of Wrose Parish Council
Held on Thursday 10 August 2023 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.
The meeting commenced at 7.03pm and ended at 9.34pm**

Present:

Councillors: Jayne Allen, Kath Hirsh, and Gillian Thorne

Clerk: Ruth Thompson

Members of the public: 1 at start of meeting

1. (08/23) Chair's welcome and opening remarks.

As Cllr Alex Ross-Shaw (Chair of WPC¹) was not present at the meeting, it was **RESOLVED** that Cllr Kath Hirsh would act as the meeting chairperson.

Cllr Kath Hirsh welcomed everyone to the meeting.

2. (08/23) Apologies

2.1. Apologies received were **NOTED** from²:

- Cllr Alex Ross-Shaw
- 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. Approval of reasons for absence.

RESOLVED to approve the reasons for absence for Cllr Alex Ross-Shaw and Cllr Dave Jessop.

3. (08/23) Declarations of Interest

3.1. Declarations of interests. No interests were declared.

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

¹ WPC: Wrose Parish Council

² Cllr Jayne Blake had sent a text message to the Clerk giving apologies, but this message was not seen by the Clerk until after the meeting.

4. (08/23) Public Participation

4.1. PCSO report

The PCSO did not attend so no report was received.

4.2. Concerns raised by residents.

4.2.1. Proposed yellow lines outside the garage on Low Ash Crescent

A resident had written to the Clerk expressing concerns about the yellow line proposals. The concerns of the resident were **NOTED**. As highway issues are outside the scope of the Parish Council's responsibilities it was **RESOLVED** that the Clerk would inform the District Ward Councillors of the resident's concerns and notify the resident that this would be done,

4.2.2. Speeding on High Ash, Spring Hill, Cotswold Avenue and Westfield Lane.

Cllr Dave Jessop highlighted the issues of speeding traffic on local roads. It was **NOTED** that Councillor Dave Jessop was in discussions with the Highways department of BMDC³ to consider approaches to dealing with this issue, including the possibility of introducing a 20 mile an hour limit zone.

4.2.3. Maintenance of land owned by Bolton Woods Quarry in front of Bolton Old Hall and Bolton Hall cottage at the top of Cheltenham Road.

It was **NOTED** that the surrounding area was very overgrown.

It was **RESOLVED** that Cllr Gillian Thorne would review the area to see if any short-term action could be taken and that the Clerk would notify Cllr Susan Hinchcliffe (in her capacity as District Ward Councillor) of the issue.

4.3. Open 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

A member of the public reported that the paving flags outside Wrose fisheries were uneven, and someone had recently tripped on them. Cllr Gillian Thorne advised the member of the public to report this on the BMDC's issue reporting webpage.

A member of the public reported that they were still waiting on responses relating to several issues previously reported to Cllr Alex Ross-Shaw in his capacity as District Ward Councillor. These included tree work, a damaged wall, and road drainage issues all on Westfield Lane.

It was **RESOLVED** that the Clerk would remind Cllr Alex Ross-Shaw on his return from holiday that responses were still needed. Cllr Gillian Thorne advised that

³ Bradford Metropolitan District Council

only limited tree work was normally undertaken by BMDC between March and August to minimise disturbance to nesting birds.

5. (08/23) Minutes

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of WPC held on 13 July 2023, as a true and accurate record of that meeting

6. (08/23) Items of a confidential nature

6.1. It was **RESOLVED** that item 9.7 (Contracts for land maintenance) should be treated as a confidential item due to issues of commercial confidentiality. As such members of the press and public would be excluded from this item under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

7. (08/23) Planning

7.1. Planning applications received.

It was **RESOLVED** to make no comment on the planning applications listed below.

It was **RESOLVED** for the Clerk to advise Cllr Jayne Blake (who was not at the meeting) of this decision so that she could make a personal comment to BMDC if she felt a comment was necessary.

Reference	Address	Description
23/02590/HOU Response deadline 4 August. Response deadline extension requested	Grid Ref: 416133 437239 Location: 41 Low Ash Road Shipley West Yorkshire BD18 1JW	Proposal: Demolition of existing conservatory to southwest elevation. Replacement with new extension including entrance porch.
23/02554/HOU Response deadline 8 August. Response deadline extension requested. Extended to 13 August	Grid Ref: 416748 436690 Location: 131 Wrose Road Bradford West Yorkshire BD2 1PT	Proposal: Single storey to rear

7.2. Other planning related issues

No other planning issues were raised.

8. (08/23) Wrose Parish Council

8.1. Providing information to councillors who do not have Microsoft applications such as Word and Excel.

It was **NOTED** that one councillor did not have access to Microsoft applications which is the standard package used by the Clerk to produce documentation. To minimise the impact of this to the councillor it was **RESOLVED** that:

- Where possible the Clerk would produce PDF versions of documentation to be shared with councillors.
- If documents, such as the Excel meeting action checklist, needed to be updated by a councillor without Microsoft applications, the councillor could send amendments to the Clerk who would then update the document on their behalf.
- The situation would be reviewed after a few months to determine if any other action was required.

8.2. WPC legacy website.

It was **NOTED** that pages from a WPC legacy website were still active on the Internet, including pages related to community groups. The information on this website was out of date and this had caused issues for at least one group. The Clerk had investigated how these pages might be deactivated but this required knowledge of the website access password which the Clerk did not have. Cllr Dave Jessop provided the Clerk with a possible contact for an individual that might know the password.

It was **RESOLVED** that the clerk would try to obtain a password for the legacy site from the contact provided.

8.3. Information about other organisations to be shared on the WPC website and the resourcing implications for this.

It was **NOTED** that the WPC website does have a link to the BMDC website but not to other groups.

It was **RESOLVED** that:

- At present, due to resourcing issues, no other organisations' information would be added to the website.
- Councillors to consider setting up a project group to review the information to be held on the website and develop a Media and Communications policy.
- The Clerk to create a website post advising that a community notice board is available for use outside Age UK on Wrose Road. (Access is provided via Age UK).

9. (08/23) Council, events, land, open spaces, and utilities

9.1. Summer Food Festival review

It was **NOTED** that the event had gone well despite the weather.

It was **RESOLVED** to consider this item again when Cllr Alex Ross-Shaw was present given the level of his involvement in the event.

9.2. The provision of allotments and actions required including a water investigation application to Yorkshire Water

It was **NOTED** that Cllr Gillian Thorne was still investigating water provision to the site and intended to contact BMDC to see whether the water provided to their allotment sites were classified as domestic or field supplies.

9.3. The response from The Old Library in relation to planter maintenance and any actions now required.

It was **NOTED** that The Old Library had advised that they were unable to purchase plants for the WPC planters outside their premises.

It was **RESOLVED** that the Clerk would ask The Old Library to let them know if any plants needed replacing in future so that the Council could consider what action should be taken.

It was **RESOLVED** that WPC would consider the planters outside The Old Library as part of a wider review of planters and green spaces in Wrose.

9.4. Advice received from the BMDC Highways Department regarding lighting column asset transfers on All Alone Road

It was **RESOLVED** to carry this item forward as Cllr Alex Ross-Shaw was not present at the meeting to provide an update.

9.5. The application of wood preservative to the two planters outside the parade of shops on Highfield Road.

It was **NOTED** that Cllr David Jessop had now completed the work on one of the planters and anticipated having enough wood preservative to complete the second planter.

9.6. Winter planting in the single tier planter at the junction of Wrose Road and Kings Road and planter repair or replacement.

It was **NOTED** that the planter was now beyond repair.

It was **RESOLVED** that WPC would undertake a review of planters and green spaces in Wrose.

9.7. Quotes for the maintenance of WPC land off Low Ash Road.

Further to the resolution at 6.1, this item was treated as confidential and no members of the public and press were present.

It was **RESOLVED** that, subject to confirmation of public liability insurance and a green waste carrier licence, Dale Barraclough would be offered a one-off land clearance contract based on the quote provided. Ongoing mowing options would be considered later.

9.8. Remembrance items.

It was **RESOLVED** not to purchase any additional remembrance items other than some ties to be used with the existing Tommy remembrance signs.

9.9. Christmas lighting and decorations for Wrose

It was **RESOLVED** that the Clerk would obtain a quote from Festival Lighting to supply, test and store Christmas decorative lights as follows:

- The same lighting as supplied in 2022 except to exclude lights on the Co-op trees.
- 2 additional feature lights and necessary column conversions. One for Highfield Road (outside the parade of shops) and one for Wrose Road (outside the Post Office).

9.10. Play in the Park events feedback.

It was **NOTED** that the weather had been poor for the first event. Cllr Kath Hirsh had seen people enjoying the second event. Cllr Gillian Thorne advised that she planned to distribute some additional posters about the event.

10. (08/23) Finance

10.1. Schedule of payments for August 2023

It was **RESOLVED** to approve the August schedule of payments as listed below.

Payee:	Description of goods/services:	VAT	Total Value:
Liz Rowe	Reimbursement for helium balloons for Wrose Food Festival	Invoice not in name of WPC	£27.00
Bren Travis	Music director – Wrose Food Festival	-	£600
Ruth Thompson	Expense reimbursement – Postage £1.10 £1.60 Printing paper <u>£4.15</u> £6.85	£1.60	£6.85

10.2. July direct debits and automatic payments

The July direct debits and automatic payments were **NOTED**. Some necessary amendments were highlighted by Cllr Kath Hirsh. The direct debits, automatic payments and necessary amendments are listed below. The Clerk apologised for the recording errors.

Paid to:	Description of goods/services:	Vat	Total
----------	--------------------------------	-----	-------

BG Business 24 May to 23 June	All Alone Road – Street Lighting	0.19 Change to 0.91	£19.17
BMDC	Payroll – May payroll charges	-	£10002.58 Change to £1002.58
BMDC	Annual Service Charge	- Change to £65	£390.00
ICO	Annual data protection registration fee (Initially approved at a cost of £40. Saving of £5 given as paid by direct debit)	-	£35.00

10.3. Other Items agreed to be paid in the July meeting.

Items that were agreed to be paid in the July meeting, as listed below, but which had not been on the July schedule of payments were **NOTED**.

Paid to:	Description of goods/services:	Vat	Total
B Ward (The Old Library)	50% matched funding for plants	Invoice not in name of WPC	£60.50
Liz Rowe Paid in July	Reimbursement for Bunting for Wrose Food Festival	Invoice not in name of WPC	£42.54

10.4. July Income

The following July Income was **NOTED**:

Received from:	Reason for payment:	Total
S Morris	Wrose Food Festival - Stall holder	£20.00
BMDC	Culture Grant	£600.00
M Miriam	Wrose Food Festival - Stall holder	£20.00
L Nazari - Yorkshire Grill	Wrose Food Festival - Stall holder	£20.00
S Tildesley	Wrose Food Festival - Stall holder	£10.00
Windhill Community Centre	Wrose Food Festival - Stall holder	£15.00
Binns of Saltaire	Wrose Food Festival - Stall holder	£20.00
I Jamin	Wrose Food Festival - Stall holder	£20.00
L Banks	Wrose Food Festival - Stall holder	£20.00
A Gantschuk	Wrose Food Festival - Stall holder	£10.00

10.5. Bank reconciliation to 31 July 2023

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

10.6. WPC budget

The budget situation to date was **NOTED**. It was **RESOLVED** that Cllr Kath Hirsh and the Clerk would meet to discuss possible budget virements to propose at the next WPC meeting.

10.7. To consider the approved payroll authorisation signatories and the signing of the annual payroll contract.

- It was **RESOLVED** to delegate the signing of the 23/24 payroll contract to the Clerk.
- It was **RESOLVED** that Cllr Alex Ross-Shaw, in his capacity as line manager to the Clerk, would be the authorised signatory for notification to BMDC for payroll changes and data protection issues.
- It was **RESOLVED** that the Clerk would be the contact for BMDC for invoicing.

11. (08/23) Grants/Donations

11.1. Grant or donation requests received.

11.1.1. Yorkshire Air Ambulance

It was **RESOLVED** that, at present, WPC support would only be given to charities based within Wrose and for The Clerk to notify the Yorkshire Air Ambulance that currently it would not be possible for them to apply for a WPC grant.

11.2. Feedback from grant recipients

11.2.1. Wrose Carnival

It was **NOTED** that Wrose Carnival had provided the feedback and copy invoices which had been a requirement of their WPC grant receipt.

11.3. Grants applied for or received by Wrose Parish Council and resulting actions now required.

11.3.1. BMDC – Wrose Food Festival

It was **RESOLVED** to carry this item forward until the return of Cllr Alex Ross-Shaw from holiday.

It was **RESOLVED** to extend the meeting duration from the standard set out in the WPC standing orders to enable all items on the agenda to be considered.

12. (08/23) Correspondence

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

12.1.1. West Yorkshire Rail Strategy

It was **RESOLVED** that the WPC would make no comment on the Yorkshire Rail Strategy.

12.1.2. Other correspondence.

Letter from Will Quince MP, Minister of State for Department of Health and Social Care regarding defibrillator registration. The Clerk asked councillors to share this information directly with any Wrose defibrillator owners.

13. (08/23) Staffing Matters

13.1. The Clerk's July hours

The Clerk's hours in July were **NOTED**.

14. (08/23) Next meeting

It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 14th September 2023 at 7pm

It was **RESOLVED** to close the meeting at 9.34pm
