



**Minutes of the Full Council Meeting of Wrose Parish Council
Held on Thursday 13 April 2023 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN
The meeting commenced at 7.02pm and ended at 9.35pm**

Present:

Councillors: Alex Ross-Shaw, Jane Blake, Kath Hirsh, Gillian Thorne

Assistant Ward Officer Andrew Rozee

Clerk: Ruth Thompson

Members of the public: 4 at start of meeting

1. (04/23) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (04/23) Apologies

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

- Cllr Pav Gosal
- 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. Approval of reasons for absence.

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

3. (04/23) Declarations of Interest

3.1. Declarations of interests.

Cllr Alex Ross-Shaw noted that he was the portfolio holder for planning for Bradford Metropolitan District Council and as such he would not contribute to the debate or take part in any voting in relation to planning items on the agenda.

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

4. (04/23) Public Participation

4.1. PCSO report - The PCSO did not attend 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 expressed their concern about the lack of comments from the highway authority on the BMDC planning portal in relation to the proposed housing development at Westfield Lane. This was making it difficult for residents to comment fully on the proposals. They also commented that other residents had been finding it difficult to get the information they wanted from the planning department.

A member of the public asked if there was any news on dealing with the drainage issues on Westfield Lane. **Cllr Alex Ross-Shaw** in his capacity as Ward Councillor said he would follow this up.

A member of the public expressed their concern about parking issues that were materialising on Thornacre Road, Hillary Road and Thornacre Crescent during times that the recently opened Mosque was being used. The resident advised that they had raised parking concerns at the time the building was being acquired. They been assured that visitor parking would not cause residents any inconvenience, but the parking had become an issue. Cars were being parked over junctions and pavements. **Cllr Alex Ross-Shaw** in his capacity as Ward Councillor said he would follow this up with Cllr Susan Hinchcliffe who had taken the lead on this subject previously.

A member of the public asked who was standing for election at the May Parish Council elections. Cllr Alex Ross-Shaw advised that the election had not been contested in Wrose and existing councillors who had submitted their nomination papers would continue in post.

A member of the public asked if there were any restriction on the height that an individual could let their tree go to. It was noted that where branches overhang into a neighbour's garden, the neighbour may have some rights to cut those branches back to a boundary fence.

5. (04/23) Minutes

- 5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 9 March 2023, as a true and accurate record of that meeting.

Thanks were also given to Assistant Ward Officer Andrew Rozee for providing litter pickers and bags which had enabled Wrose Parish Council to hold a very successful litter pick event in Claremont Park.

6. (04/23) Items of a confidential nature

- 6.1. Items on the agenda are of a confidential nature.

It was agreed that no items on the agenda were confidential in nature.

7. (04/23) Planning

7.1. To consider planning applications received:

Reference	Address	Description	RESOLVED
22/05279/MAF Response deadline 29 March 2023 Deadline extension requested	Grid Ref: 416712 437063 Location: Land South Of Westfield Lane Shipley West Yorkshire	Proposal: Housing development for 34 houses	To make no comment
23/00855/HOU Response deadline 10 April 2023 Deadline extension requested	Grid Ref: 415804 437115 Location: 6 Low Ash Avenue Shipley West Yorkshire BD18 1JJ	Proposal: Proposed single storey extension to the rear to create disabled bedroom and shower room	To make no comment
23/01057/HOU Response deadline 25 April	Grid Ref: 417036 436733 Location: 424 Kings Road Bradford West Yorkshire BD2 1NA	Proposal: Single storey side extension, with extension to dormer and alterations to flat roof at the rear	To comment on the fact that the impact of the current plans was difficult to assess as they were an extension to works that had not in fact taken place

7.2. Approach to responding to planning applications.

It was **RESOLVED** that the Clerk, rather than a councillor, would, where requested by the council, respond to planning applications on behalf of Wrose Parish Council via the planning portal provided to statutory consultees.

8. (04/23) Council events, land, open spaces and utilities

8.1. Wrose summer food festival in Wrose

It was **RESOLVED** to work in partnership with other local organisations to host a summer food festival in Wrose. The date for the event is planned to be Saturday 15th July.

It was **RESOLVED** to delegate authority to spend a budget of up to £300 to the Clerk/RFO to support the organisation and hosting of the event.

8.2. Wrose allotments

It was **NOTED** that legal work continues in relation to the granting of a lease to Wrose Parish Council for land to be used for the provision of allotments and community activities.

It was **NOTED** that a definite date for when the allotments could be allocated could not yet be determined.

It was **RESOLVED** that Wrose Parish Council should commence the next phase of planning for the provision of the allotments and the following actions are to be undertaken:

- **Cllr Alex Ross-Shaw** will contact The National Allotment Society to obtain best practice advice on setting up new allotments.
- **Cllr Gillian Thorne** will contact Yorkshire Water to investigate if water can be provided to the site and if so at what cost.
- **Cllr Alex Ross-Shaw and Assistant ward officer Andrew Rozee** will meet on site with a potential fencing contractor to get an understanding of fencing options and costs.

It was **NOTED** that the planned Autumn newsletter might provide a useful tool for informing residents of the plans and their progress.

It was **NOTED** that other useful organisations to make contact with in the future were The Northcliffe Environmental Enterprises Team and the BMDC allotment team.

8.3. Asset inspection sheets.

Thanks were given to Cllr Jessop for his regular All Alone Road street lighting and cabinet box inspections.

It was **NOTED** that the planters outside the old library were in need of painting with wood preservative. It was **RESOLVED** that preservative paint/varnish up to a total cost of £25 could be purchased and an offer to undertake the work by a member of the public was **NOTED** with appreciation.

9. (04/23) Wrose Parish Council

9.1. Policy reviews

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9.1.1. Financial regulations

It was **RESOLVED** to adopt the updated Financial Regulations with agreed changes.

9.1.2. Health and Safety policy

It was **RESOLVED** to adopt the proposed Health and Safety policy.

9.1.3. Training and development policy

It was **RESOLVED** to adopt the proposed training and development policy.

9.1.4. The grant application policy

It was **RESOLVED** to adopt the suggested application forms within the proposed policy but give further consideration to the actual policy wording.

9.2. Implications of the local elections on the date and time of the Annual Meeting and the Annual Parish Meeting.

It was **NOTED** that the Wrose Parish Council election had been uncontested and therefore the names of the councillors would be known in time for the appropriate summons to be sent to them for council meetings to be held on Thursday 11 May.

It was **RESOLVED** therefore to hold the Annual Meeting (6.30pm), The Annual Parish Meeting (7pm) and the next Full Council Meeting (7.30pm) on Thursday 11 May as previously agreed.

Thanks were given to Cllr Pav Gosal, who had not stood for re-election, for his contribution to the work of the council.

9.3. Title information for land off Low Ash Road

It was **NOTED** that the Clerk had obtained, as requested, a copy of the title plan and summary of title for land owned by the Parish Council off Low Ash Road.

9.4. Lighting transfer agreement for All Alone Road

It was **RESOLVED** to carry forward consideration of the All Alone Road lighting transfer agreement.

9.5. February Keighley Area Meeting.

It was **NOTED** that Cllr Gillian Thorne had been unable to attend the February Keighley Area meeting.

9.6. Delegation of authority to spend the 23/24 training budget

It was **RESOLVED** to delegate the 23/24 training budget of £400 to the Clerk for use on staff and councillor training as appropriate.

9.7. Interpretation of SO 9 and 15

It was **NOTED** the YLCA had advised that, in their opinion, SO9 related to the recording of motions in order of receipt in a record book rather than on the agenda and that in relation to SO15 there was no legal requirement to provide a full meeting agenda to the public in advance of the council meeting.

9.8. Progress of the annual audit

It was **NOTED** that the new auditor appeared to be conducting a more extensive audit than had been undertaken in the previous year. A wide range of information being requested. This work would have time implications for the Clerk's hours in April.

10. (04/23) Finance

10.1. April 2023 schedule of payments

It was **RESOLVED** to approve the April 2023 Schedule of payments as listed below:

Payee:	Description of goods/services:	Reclaimable VAT	Total Value:
Ruth Thompson Clerk	Printer Ink Postage Land registry documents charge Total	£8.66	£51.99 £2.05 <u>£6</u> £54.10 ¹
J C Greenwood	Artwork on cable box	-	£300
St Cuthbert's	Room hires. Jan, Feb, and March 2023		£90
YLCA	Membership fee	£0	£972

10.2. March direct debits and automatic payments

It was **RESOLVED** to approve the March direct debits and automatic payments as listed below:

Payee:	Description of goods/services:	Reclaimable Vat	Total
Unity Trust Bank	Bank Charges (Jan, Feb, Mar)	£0	£18
BG Business	All Alone Road – Street Lighting 24 January 23 to February		£24.70
BMDC	Payroll charges - January		£972.33

10.3. March bank interest

The March bank interest of £66.74 was **NOTED**.

10.4. Bank reconciliations

It was **RESOLVED** to approve the bank reconciliations to 31st March 2023 (as evidenced by bank statements and ledger/cash book)

10.5. The 22/23 budget

The budget situation to date was **NOTED**.

10.6. Updates to the 2023/24 budget

It was **RESOLVED** to agree the proposed changes to the 2023/24 budget.

11. (04/23) Grants

¹ Addition subsequently identified as incorrect. Adjustment to be made in May
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11.1. Grant requests received or updates on grants awarded.

It was **NOTED** that there had been no new grant requests received.

Cllr Alex Ross-Shaw **NOTED** that he had been informed that the children at Low Ash Primary School were enjoying working on the garden whose creation had been supported by a grant from the Parish Council.

11.2. Meetings in the financial year 2023/24 that will consider grant requests.

It was **RESOLVED** to consider which meetings in the financial year 2023/24 would consider grant requests, once the grant policy had been approved.

12. (04/23) Correspondence

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

It was **NOTED** that there was no additional correspondence that required consideration at the meeting.

13. (04/23) Staffing Matters

13.1. Hours undertaken by the Clerk in March

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

14. (04/23) Next meeting

14.1. Date and time of the next ordinary meeting of Wrose Parish Council

It was **RESOLVED** to hold the next ordinary meeting of Wrose Parish Council on Thursday 11 May 2023 at 7.30pm.

15. To close the meeting

It was **RESOLVED** to close the meeting at 9.35pm

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