



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 11 January 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.
The meeting commenced at 7.00pm and ended at 9.29pm

Present:

Councillors: Jayne Allen (part to 9pm), Kath Hirsh, Susan Hinchcliffe (part from 7.30pm), Dave Jessop, Alex Ross-Shaw (Chair) Gillian Thorne

Clerk: Ruth Thompson

Members of the public: Three at start of meeting

1. (01/24) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (01/24) Apologies

2.1. Apologies received.

None received. All councillors attended at least part of the meeting.

2.2. Acceptance of reasons for absence.

Not applicable.

3. (01/24) To Note any Declarations of Interest

3.1. 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 the meeting.

It was **NOTED** that Cllr Alex Ross-Shaw is the Portfolio and Programme Lead at BMDC (Bradford Metropolitan District Council) and as a result does not vote on any planning related matters.

3.2. To approve any dispensation requests

It was **NOTED** that no applications for dispensations had been received to consider.

4. (01/24) Public Participation

4.1. To receive a report from the PCSO

No PCSO attended so no report was considered.

4.2. Open public participation session

4.2.1. To receive any updates on items raised by members of the public at the 14 December 23 meeting and consider if any further actions are required.

A variation to conditions of planning at Westfield Lane and notification to Wrose Parish Council of this application. It was **RESOLVED** that the **Clerk** would contact BMDC planning department to find out what the normal process was when a request to vary a condition of planning was made in relation to consulting with a Parish Council.

Application for a gated community at the Westfield Lane development. It was **RESOLVED** that **Cllr Alex Ross-Shaw** would follow up with the BMDC planning officer whether there were plans to make the Westfield Lane development a gated community.

Installation of 4-meter fencing on the Westfield Lane Development. It was **RESOLVED** that **Cllr Alex Ross-Shaw** would follow up whether permission had been obtained for this fence.

Wrose Conservation Area. It was **NOTED** that Cllr Dave Jessop had obtained a copy of the Wrose Conservation Area map and he would be giving it to the landlord of the Wrose Bull. It was **NOTED** that a number of trees in land owned by the Wrose Bull were listed as important on BMDC's Wrose Area Conservation Assessment. It was **RESOLVED** that **Cllr Alex Ross-Shaw** would investigate what special protection there is for preserving biodiversity in a conservation area.

5. (01/24) Guest Presentations

5.1. Highcroft Youth Centre Community Garden Project

It was **NOTED** that Ms Kayleigh Hussain had been unable to attend the meeting as planned. In her place, the Clerk provided the meeting with details of a community garden project consultation event. It was **RESOLVED** that **the Clerk** would advise Ms Hussain that Cllrs Jayne Allen, Katherine Hirsh, and Gillian Thorne intended to attend the event together with one member of the public.

6. (01/24) Minutes

6.1. It was **RESOLVED** to approve minutes of the ordinary meeting of Wrose Parish Council held on 14 December 2023, as a true and accurate record of that meeting.

7. (01/24) Items of a confidential nature

7.1. No items were considered to be of a confidential nature requiring exclusion of the press and public.

8. (01/24) Planning

Cllr Susan Hinchcliffe arrived at 7.30pm

Due to her role as Leader of BMDC, Cllr Hinchcliffe did not take part in any voting relating to planning applications.

8.1. Planning applications received.

Reference	Address	Description	RESOLUTION
23/04714/ HOU	Bolton Old Hall Grid Ref: 416632 436284 Location: Bolton Old Hall Cheltenham Road Bradford West Yorkshire BD2 1QQ	Proposal: Construction of garage building at Bolton Old Hall	To object on the grounds of: The building of a garage would be out-of-character with existing historical structures and would detract from the setting of a listed building. Lack of information on how vehicle access to the garage will be created

9. (01/24) Wrose Parish Council

9.1. Progress made on removing pages from a Wrose Parish Council legacy website.

It was **NOTED** that no further action had yet been taken.

9.2. Asset Register

It was **RESOLVED** to

- Approve changes to the register relating to the removal of a planter and the addition of Christmas light features.
- Postpone updates regarding high-viz jackets pending further investigations to find the missing ones, with **the Clerk** to contact Liz Rowe to see if she has any of them.
- Retain the All-Alone Road Street Lights on the register.

9.3. Risk Register

The Risk Register was reviewed, it was **RESOLVED** that no updates were needed at the current time.

9.4. Grant Policy Review.

It was **RESOLVED** to make no changes to the Grant Policy despite new powers to fund works to property relating to the affairs of the church having recently been granted.

9.5. The publication of a WPC newsletter

It was **RESOLVED** to consider this item again in the March meeting and in the meantime for the **Clerk** to ask Shipley Town Council for information on how they produce their paper newsletters.

9.6. SLCC membership renewal

It was **RESOLVED** to approve the application for SLCC membership renewal for the Clerk at a cost of £183.

10. (01/24) Council events, land, open spaces, and utilities

10.1. Allotments

It was **NOTED** that there are no updates on the transfer of land to Wrose Parish Council at the present time.

The additional draft site plans created by Cllr Jayne Allen were **NOTED**.

It was **RESOLVED** that **the Clerk** would set up a shared folder where information gathered about the allotment projects could be stored. This would include an actions spreadsheet.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would contact BMDC Estates Team and ask for permission for site visits by Yorkshire Water to take place to ensure that water could be provided prior to the land ownership transferring to Wrose Parish Council.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would speak to the planning office at BMDC to see if they had some historic allotment change of use planning applications which would give an indication of the information required in an application.

10.1.1. National Allotment Society Membership

It was **RESOLVED** to consider this at a later meeting.

10.1.2. The Law of Allotments by Paul Clayden

It was **RESOLVED** that **the Clerk** would purchase of copy of this book.

10.1.3. Other actions

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would consider how best to:

- Obtain an email address for all individuals on the allotment applicant list.
- Check that individuals on the list were still interested in having an allotment.

10.2. Ownership of All Alone Road

Following research completed by Cllr Alex Ross-Shaw, it was **NOTED** that part of All Alone Road has no registered owner and part is registered to a development company. The part not registered to an owner has three streetlights on it. These have had LED light heads fitted to them which were paid for by Wrose Parish Council. While the section owned by the development company, has a meter

cabinet box which was installed by Wrose Parish Council and a streetlight with an LED light head fitted by Wrose Parish Council.

It was **RESOLVED** that the developer should be contacted to update them on the work that had been undertaken and with an offer for Wrose Parish Council to take responsibility for the streetlights that had been upgraded. **Cllr Alex Ross-Shaw and the Clerk** to draft a suitable letter.

10.3. Spring and Summer planter maintenance and additional planters are required.

It was **RESOLVED** that the **Clerk** would ask Wrose Action Group and that **Cllr Susan Hinchcliffe** would ask Wrose Gardening Group if they were interested in planting and maintaining the barrier boxes and planters that had previously been done by Groundworks with a donation being made to the group for the work. A donation of £500 for the work was suggested with Wrose Parish Council purchasing the required plants, compost and feed. It was **NOTED** that **Cllr Gillian Thorne** volunteered to ask Wilsden and Harden if they had local contacts who might undertake planting given Groundworks had ceased trading.

It was **NOTED** that the Post Office had expressed an interest in having a planter outside their premises. It was **RESOLVED** that **Cllr Jayne Allen** would enquire if they were interested in funding a planter outside their premises with plants, then being supplied by Wrose Parish Council.

10.4. D-Day celebrations

It was **RESOLVED** that **councillors** would identify whether there were any suitable locations within Wrose for a Lamp of Peace.

10.5. Planting at the tree pit on Wrose Road at the junction with Claremont Grove and other green spaces.

It was **CONFIRMED** that the remaining plant budget of £35 could be used to purchase plants for the tree pit in Wrose Road at the junction with Claremont Grove. It was **RESOLVED** that Cllr Jayne Allen would obtain the plants.

It was **NOTED** that Cllr Jayne Allen had expressed an interest in a biodiversity course which the Clerk had approved as part of the delegated training budget.

It was **RESOLVED** to consider items 11.6 to 11.8 at this point in the meeting as Cllr Jayne Allen was due to leave the meeting at 9pm

Item (01/24) 11.6 The draft Budget 24.25

It was **RESOLVED** to approve the draft budget. It was **NOTED** that further refinements could be made before the end of the current fiscal year when carry forward figures would be more accurate.

Item (01/24) 11.7 The 24.25 Precept

It was **RESOLVED** to set the 24.25 Precept at £16.50 per band D property.

Item (01/24) 11.8 – Provision of financial monitoring information for 24.25.

It was **NOTED** that **Cllr Kath Hirsh** planned to design a summary quarterly monitoring spreadsheet for use in 24.25.

Cllr Jayne Allen left the meeting at 9pm

10.6. Wrose War Memorial

It was **NOTED** that Claremont Park could be a potential location for a War Memorial: however, it was **RESOLVED** to postpone consideration of a War Memorial at the current time. It was **RESOLVED** that the purchase of other remembrance items would be considered later in the year.

11.(01/24) Finance

11.1. January schedule of payments. – It was **NOTED** that no payments were required.

11.2. December direct debits and automatic payments

The following payments were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
BG Business 24 Oct– 23 Nov	All Alone Road – Street Lighting	£1.18	£24.89
BMDC	Payroll – November payroll charges		£1002.58
Unity Trust Bank	Service Charge		£18.00

11.3. December income – The following income was **NOTED**:

Received from	Reason	Amount
Market Traders	Stall payments	£30.00
Unity Trust Bank	Interest payment	£350.28

11.4. Bank reconciliation

It was **RESOLVED** to approve a bank reconciliation to 31 December 2023 (as evidenced by bank statements and ledger/cash book)

11.5. The current budget situation – the budget situation to date was **NOTED**. A required correction to the figures was identified and it was **RESOLVED** that the **Clerk** would review these figures and provide amended figures at the next meeting.

11.6. The draft budget for 24/25 - This item was considered earlier in the meeting. See above.

11.7. The 24.25 Precept - This item was considered earlier in the meeting. See above.

11.8. Provision of financial monitoring information - This item was considered earlier in the meeting. See above.

11.9. Play in the Park events for Summer 2024.

It was **RESOLVED** to purchase the agreed Play in the Park events for Summer 2024 and for **the Clerk** to issue a purchase order to BMDC.

12. (01/24) Grants/Donations

12.1. It was **NOTED** that no grants or donation requests had been received.

13. (01/24) Correspondence

13.1. Correspondence received not specifically dealt with on the agenda.

It was **NOTED** that an invitation from Shipley Town Council to attend an Emergency Planning Meeting had been received and that Cllrs Dave Jessop and Jayne Allen planned to attend the meeting.

14. (01/24) Staffing Matters

14.1. The Clerk's hours in December and holiday hours carried forward were **NOTED**.

15. (01/24) Next meeting

15.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 8th February 2023 at 7pm
