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## Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 14 March 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.

The meeting commenced at 7.02pm and ended at 9.57pm

### Present:

Councillors: Jayne Allen, Kath Hirsh, Dave Jessop (part – from 8.08pm),  
Alex Ross-Shaw and Gillian Thorne

Clerk: Ruth Thompson

Guest speaker: Paul Naylor – Bradford Metropolitan District Council (BMDC)

Members of the public: None at the start of the meeting. 2 in total during parts of the meeting.

### 1. (03/24) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

### 2. (03/24) Apologies

2.1. Apologies received.

It was **NOTED** that no apologies had been received.

### 3. (03/24) 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 this meeting.

It was **NOTED** that Cllr Jayne Allen declared a pecuniary interest in item 11.6 (training cost recovery) and that she would withdraw from the discussions and voting on that item.

It was **NOTED** that had Cllr Dave Jessop been present he would have declared a pecuniary interest in item 9.9 (expenditure reimbursement request) and under Wrose Parish Council's standing orders would have been required to withdraw from the meeting during consideration of that item.

It was **RESOLVED** to consider item 9.9 at the current time and to treat the item as confidential with members of the press and public excluded from the items under

the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature. As a result, the guest speaker withdrew from the meeting. No members of the public were present.

It was **RESOLVED** not to reimbursement Cllr Dave Jessop for costs incurred creating a hard copy map of the Wrose conservation area.

3.2. Approval of dispensation requests received.

No requests had been received to consider.

#### **4. (03/24) Public Participation**

4.1. PCSO Report

The PCSO did not attend so no report was received.

It was **NOTED** that Cllr Gillian Thorne thought that the PCSO should be advised of the presence of quad bikes in Bolton Woods.

4.2. Updates on items raised by members of the public at previous meetings.

It was **NOTED** that BMDC had provided the Clerk with information on the implications of their planning department not consulting with Wrose Parish Council on Notices of Conditions of Planning Variations.

4.3. Open public participation session.

No items were raised for consideration.

#### **5. (03/24) Guest Presentation**

Mr Paul Naylor provided information on the BMDC winter gritting service. It was **NOTED** that:

- Mr Paul Naylor and his team want to build strong local relationships so that they understand the needs and issues of the area they serve.
- BMDC's website shows the current winter gritting routes and enables users to request grit bin refills.
- Information on damaged grit bins can also be provided to his team.
- As new developments are built some priority routes might change.

#### **6. (03/24) Minutes**

6.1. It was **RESOLVED** to approve minutes of the ordinary meeting of Wrose Parish Council held on 15 February 2024, as a true and accurate record of that meeting.

#### **7. (03/24) Items of a confidential nature**

7.1. It was **NOTED** that item 9.9 (expenditure reimbursement request) had been considered as a confidential item.

It was **RESOLVED** that item 11.6 (potential training cost repayment) should be considered as a confidential item and as such members of the press and public would be excluded from the items under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

## 8. (03/24) Planning

### 8.1. Planning applications received.

Reference	Address	Description	Resolution
24/00112/FUL Response deadline <b>26 February.</b> Deadline extension requested	Grid Ref: 416353 437175 Location: 2 Spring Hill Shipley West Yorkshire BD18 1ND	Proposal: Change of use from C3 dwelling to C2 Childrens' residential home for up to 2 children with 2 staff supporting 24 hours per day. Loft conversion with dormer to rear	<b>RESOLVED</b> to make no comment
3/04080/VOC Response deadline <b>4 March –</b> Deadline extension requested	Grid Ref: 416750 437123 Location: 79A Westfield Lane Shipley West Yorkshire BD18 1LH	Proposal: Variation of conditions 2 (approved plans) and 6 (layout) of application 21/04989/FUL for residential development of 6 no houses to enable a change to the design of the turning head.	<b>RESOLVED</b> to comment that the Parish Council was Neutral about the application providing the proposals met the minimum width requirements for turning vehicles
24/00385/HOU Response deadline <b>14 March –</b> Deadline extension requested	Grid Ref: 416962 436871 Location: 13 Plumpton Mead Bradford West Yorkshire BD2 1NF	Proposal: Double storey side and rear extension	<b>RESOLVED</b> to make no comment
24/00458/HOU Response deadline <b>18 march</b>	Grid Ref: 416892 436888 Location: 35 Plumpton Walk Bradford West Yorkshire BD2 1PB	Proposal: Part double storey, part single storey side and rear extension, plus front porch	<b>RESOLVED</b> to make no comment

## 9. (03/24) Wrose Parish Council

### 9.1. Electricity supply to street lighting on All Alone Road.

The ending of the electricity fixed price energy tariff on 28 March 2024 was **NOTED**.

The Councillors reviewed alternative quotes supplied by the Clerk and **RESOLVED** to move to Yu energy with the assistance of Bionic<sup>1</sup>.

It was **NOTED** that the Clerk as Proper Officer would sign the switching contract with Bionic. It was **RESOLVED** that the Clerk could set up the required direct debit but if further signatures were needed for this, these could be obtained between Council meetings.

## 9.2. Removal of a WPC WordPress legacy website

It was **NOTED** that Cllr Alex Ross-Shaw had managed to contact WordPress about this issue. Due to a lack of security details the legacy site cannot be fully removed from the internet; however, the site has now been set to private so no information pages should be on view.

It was **NOTED** that in dealing with this issue Cllr Alex Ross-Shaw had identified that some Wrose Parish Council web pages were being displayed via Dales Web Design (a former website provider). It was **RESOLVED** that the Clerk would contact Dales Web Design and ask for these pages to be removed.

## 9.3. Equality outcomes

It was **RESOLVED** to adopt the following equality outcome and publish it on the Wrose Parish Council website.

“We will design, commission, and deliver services that are accessible, inclusive and responsive to the needs of the people and communities in Wrose.

We aim to work with other community groups, contract and commission locally wherever possible so that we can support our local economy and deliver equitable services that are value for money.”

## 9.4. Asset Register

It was **RESOLVED** to approve the updated Asset Register which now includes the Law of Allotments textbook. It was **RESOLVED** that the book would normally be held by the Clerk but could be lent to councillors as required.

## 9.5. Social media, electronic communications, and press policy.

It was **RESOLVED** to approve the draft social media, electronic communications, and press policy and this would be added to the Council’s website.

## 9.6. Provision of planters outside Wrose Post Office.

It was **NOTED** that Cllr Jayne Allen had been in contact with the Wrose Post Office who have advised that they are not able to contribute to the cost of a planter at the current time, but they would be willing to maintain one.

It was also **NOTED** that the Post Office had been very appreciative of the installation of a Christmas light feature outside their premises.

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<sup>1</sup> Bionic is a business user energy switching company. Bionic makes no charge to its business customers for its services unless they cancel the agreed switch within a set time period.

#### 9.7. Report from the Shipley Emergency Planning meeting.

It was **NOTED** that Cllrs Jayne Allen and Dave Jessop had attended the recent Shipley Emergency Planning meeting.

#### 9.8. Highcroft Community Garden

It was **NOTED** that Cllrs Jayne Allen and Gillian Thorne had attended the recent Highcroft Community Garden consultation meeting at which discussions had taken place regarding the design and planting of the proposed garden.

Cllr Dave Jessop arrived at 8.08pm

#### 9.9. Expenditure reimbursement request.

This item was considered earlier in the meeting.

### **10. (03/24) Council events, land, open spaces and utilities**

#### 10.1. Provision of allotments

It was **NOTED** that permission for a change of use from public open space to allotment land might have already been submitted by the BMDC Estates Team and Cllr Alex Ross-Shaw was awaiting confirmation.

It was **NOTED** that the recently purchased Law of Allotments textbook indicated that, as a local authority, Wrose Parish Council might have exemption from some of the normal planning permission requirements.

It was **NOTED** that Cllr Gillian Thorne was waiting until Wrose Parish Council gained confirmation that the site had been transferred to them before following up water provision for the site with Yorkshire Water

It was **NOTED** that careful thought would need to be given to how to manage the site boundaries.

The excellent work by Cllr Jayne Allen on the creation of an initial layout plan for the proposed allotments were **NOTED** and it was **RESOLVED** that Cllr Alex Ross-Shaw could send the draft to The Conservation Volunteers to begin to get indicative costs for the project. It was **NOTED** that for contracts over £30,000 the Council's financial regulations would require a formal tendering process to be followed.

It was **NOTED** that Wrose Community Association might be willing to make a donation to fund part of the project.

The possibility of Leeds Beckett University Landscape Architecture students using the project as part of their degree portfolio was **NOTED** and it was **RESOLVED** that the Clerk would ask when the deadline for inviting them to be involved with the project was.

10.2. Draft letter and location map to be sent to the owners of All Alone Road regarding lighting provided by Wrose Parish Council

A draft letter was **NOTED**, and it was **RESOLVED** that this would be issued by the Clerk. Thanks were given to Cllr Dave Jessop for providing a plan of the area, a copy of which would accompany the letter.

10.3. Locations for D-D celebration Lamps of Peace

It was **NOTED** that no suitable locations for Lamps of Peace had been identified and it was **RESOLVED** not to purchase any lamps.

10.4. Summer and Autumn planting in Wrose

It was **NOTED** that:

- Wrose Gardening Group have advised that they are not interested in undertaking Summer and Autumn planting.
- Wrose Action Group have expressed some interest, and the Clerk has provided them with additional information about possible arrangements, but as yet they have been unable to commit to the project.

As community group involvement was now uncertain, it was **RESOLVED** that the Clerk should start to obtain contractor quotes. Cllr Gillian Thorne gave the Clerk a potential contractor to contact and other potential contacts were discussed. It was **NOTED** that Wilsden in Bloom look after the hanging baskets in Wilsden.

10.5. To receive an update on the planting at the tree pit on Wrose Road (junction with Claremont Grove)

The planting at the tree pit on Wrose Road (Junction with Claremont Grove) was **NOTED** and thanks given to Cllr Jayne Allen for her work.

10.6. Wrose Summer Festival.

It was **RESOLVED** to hold a Summer Festival in Wrose and that Cllr Alex Ross-Shaw would contact the new landlady at The Bold Privateer to determine if they would like to be the location for the event. It was **NOTED** that the landlord of the Wrose Bull had expressed an interest in becoming involved in community events.

10.7. Wrose Wetlands project.

It was **NOTED** that some interesting wildlife had been spotted on the Wrose wetland but also that the area had suffered from some vandalism. It was **NOTED** that some signage was being produced by BMDC for the area. It was **RESOLVED** that that there was no action required by Wrose Parish Council at the current time.

Following a request for information from a member of the public it was **NOTED** that Cllr Dave Jessop had now spoken to the landlord at the Wrose Bull about the boundaries of the Wrose conservation area and that Cllr Hinchcliffe had been in contact with the Brewery about the trees that had been felled. She had been advised that this had been done because the trees were diseased.

It was **NOTED** that the landlord of the Wrose Bull had expressed an interest in being an evacuation location for Wrose residents.

## **11. (03/24) Finance**

### 11.1. March schedule of payments.

It was **RESOLVED** to approve the schedule of payments for March 2024 as listed below:

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
Cllr Alex Ross-Shaw	Costs of Clerk's phone – Reimbursement Dec, Jan, Feb (£6x3)		£18
YLCA	Biodiversity webinar - Cllr Jayne Allen		£33.40
St Cuthberts	Room Hire: Jan, Feb, March 24		£90.00
Ruth Thompson Clerk	Printer Ink	£9	£53.99

### 11.2. February direct debits and automatic payments

The February 2024 direct debits and automatic payments as listed below were **NOTED**.

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
British Gas	All Alone Road	£1.22	£25.80
BMDC	January Payroll Costs		£1338.22

### 11.3. Bank reconciliations.

It was **RESOLVED** to approve a bank reconciliation to 29 February 2024 (as evidenced by bank statements and ledger/cash book)

### 11.4. 23/24 Budget

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

### 11.5. To consider any refinements to the 24/25 budget

It was **RESOLVED** to implement the amendments to the 24/25 budget that Cllr Kath Hirsh had proposed prior to the meeting with an additional increase of £150 to the admin budget for the purposes of buying a new projector. It was **RESOLVED** that any variations to the end of year carry forward figures, on which the current budget was based, would be dealt with by adjustments to the level of contingency funds.

It was **RESOLVED** to delegate the following budgets to The Clerk: the Training budget, the office stationery budget (up to a maximum of £60 per month) and an exceptional budget of £75.

9.28pm. It was **RESOLVED** to extend the meeting to enable all items on the agenda to be considered.

11.6. Potential repayment of training costs.

In line with the Council's standing orders Cllr Jayne Allen left the meeting (due to a pecuniary interest)

All members of the public were asked to leave the room (exclusion of members of the press and public from under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.)

It was **RESOLVED** that on this occasion no request for reimbursement of training costs would be requested.

Cllr Jayne Allen returned to the meeting.

## **12. (03/24) Grants/Donations**

12.1. Grant or donation requests received.

12.1.1. Wrose Carnival – pre-application question

It was **NOTED** that Wrose Carnival had enquired as to whether they could apply for a grant in the period 24/25 without providing evidence of public liability insurance<sup>2</sup> as they were not intending running an event in 2024 and so did not plan to take out this insurance.

It was **RESOLVED** to advise the group that Wrose Parish Council would expect to see relevant insurance in place, in the case of the purchase of a significant asset this would be property insurance.

## **13. (03/24) Correspondence**

13.1. There was no additional correspondence to be considered.

## **14. (03/24) Staffing Matters**

14.1. The Clerk's hours.

The Clerk's hours in February were **NOTED** as was the fact that their hours would increase in March due to the financial year end and audit work commenced.

14.2. The results of the Clerk's workstation assessment

The completed Clerk's workstation assessment was considered. It was **NOTED** that the chair currently used by the Clerk did not meet all the recommended

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<sup>2</sup> The Wrose Parish Grant Application form asks all applicants to provide a copy of their public liability insurance as part of the grant process.



specifications. However, the Clerk advised that given the limited hours they worked each week they were happy with the current arrangements and that YLCA had advised that if this fact was minuted the Council would have fulfilled its health and safety obligations.

It was **RESOLVED** to take no further action at the current time but that if at any point in the future the Clerk felt they did need some adjustments they should bring it to the council's attention and the council would be happy to consider these.

**15. (03/24) Confidential items**

15.1. The items considered confidential were considered earlier in the meeting.

**16. (03/24) Next meeting**

16.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 11<sup>th</sup> April 2024 at 7pm.

It was **RESOLVED** to close the meeting at 9.57pm

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