



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 11 April 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.

The meeting commenced at 7.04pm and ended at 9.11pm

Present:

Councillors: Kath Hirsh, Dave Jessop, Alex Ross-Shaw, and Gillian Thorne

Clerk: Ruth Thompson

Members of the public: 1 at start of the meeting.

1. (04/24) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (04/24) Apologies

2.1. Apologies received.

Apologies received from Cllr Jayne Allen were **NOTED**.

2.2. Consideration of any reasons for absence.

It was **RESOLVED** to approve the reasons for absence given by Cllr Jayne Allen

3. (04/24) Declarations of Interest

No interests were declared.

4. (04/24) Public Participation

4.1. PCSO Report – No PCSO attended the meeting, so no report was provided.

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

Cllr Alex Ross-Shaw advised that Cllr Susan Hinchcliffe had been informed that the trees removed in the grounds of The Wrose Bull had been diseased.

It was **NOTED** that **Cllr Alex Ross-Shaw** agreed to write to the Planning Officer at Bradford Metropolitan District Council (BMDC) to find out if locked gates were allowed on the development on Westfield Lane

4.3. Open public participation session.

A member of the public raised issues that related to BMDC highways including the following items:

- Markings on the yellow box at the bottom of Carr Lane need repainting.
- Tree branches at 71 Westfield Lane need cutting back (Although the ones at 29 Welwyn Avenue have now been done).
- Drainage issues between 63 and 67 Westfield Lane
- An individual is sleeping in a car on Westfield Lane.
- Potholes at 48 and 62 Kingsway and 63 Westfield Lane. It was **NOTED** that **Cllr Alex Ross-Shaw** in his capacity as District Councillor offered to report these to BMDC.
- Mud on Westfield Lane as a result of development traffic. Cllr Alex Ross-Shaw advised that it would be the responsibility of the developer to keep the road clear of mud.
- Parking on Kingsway is blocking a clear view of the road when driving into Westfield Lane.

5. (04/24) Minutes

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 14 March 2024, as a true and accurate record of that meeting.

6. (04/24) Items of a confidential nature

6.1. It was **RESOLVED** that item 9.2 should be considered as a confidential item and therefore that 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.

It was **RESOLVED** that item 9.2 would be considered towards the end of the meeting if members of the public were still present when that item was reached.

7. (04/24) Planning

7.1. Planning applications received.

It was **NOTED** that, as Cllr Alex Ross-Shaw is the Portfolio and Programme Lead at BMDC, he does not vote on any WPC planning related matters.

| Reference | Address | Description | RESOLUTION |
|--|--|--|--|
| 24/00804/HOU Response deadline: Deadline extension requested | Grid Ref: 416649 437201 Location: 2 Moorview Drive Shipley West Yorkshire BD18 1LP | Proposal: Two storey side extension | RESOLVED to advise the planning department that in the opinion of the councillors, if the development was permitted, this should be subject to a condition that the windows on the upper floor of the extension should be frosted to protect the privacy of the bedrooms of the property opposite |

| | | | |
|--|---|---|------------------------------------|
| 24/01053/HOU Response deadline 10 April 24. Deadline extension requested | Grid Ref: 417036 436733 Location: 424 Kings Road Bradford West Yorkshire BD2 1NA | Proposal: Single storey side extension and alterations to existing rear extension roof from pitched to flat | RESOLVED to make no comment |
| 24/01033/HOU. Response deadline 17 April 24 | Grid Ref: 416459 436444 Location: 115 Ridgeway Shipley West Yorkshire BD18 1PJ | Proposal: Side extension over existing garage | RESOLVED to make no comment |

8. (04/24) Wrose Parish Council

8.1. Reserve Policy

It was **RESOLVED** to adopt the draft Reserve Policy

8.2. Schedule of Publications

It was **RESOLVED** to adopt the updated Schedule of Publications

8.3. A restatement of fixed assets as of 31 March 2023 and a review of the current Asset Register

It was **RESOLVED** to restate the fixed assets as of 31 March 2023 on a net price basis in line with the advice in the Practitioners Guide 2024 and to include the Christmas lights (which it had previously been thought were owned by BMDC, but WPC had now been informed were owned by the Parish Council.) It was **NOTED** that these changes would result in corresponding changes to the current Asset Register.

8.4. Insurance policy updates.

It was **RESOLVED** to accept the offer of Zurich Insurance to add the recently purchased Christmas lights to the insurance policy at no extra cost in the current year.

It was **NOTED** that **Cllr Alex Ross-Shaw** would contact Terry Jowett at BMDC to see if other Parish Councils insure their Christmas lights given that they are installed and stored by BMDC.

8.5. Change in Electricity supplier to Yu Energy.

It was **NOTED** that the Electricity supply for the street lighting on All Alone Road had now been transferred to Yu Energy.

It was **NOTED** that Yu Energy had advised that they would like to change the smart meter and would need a member of the Council to be present at the time of the changeover even though the meter box was in the street.

It was **RESOLVED** that the Clerk should make the necessary arrangements for the change of smart meter, including meeting the engineer on site, and it was acknowledged that this might result in additional hours of work for the Clerk.

8.6. Renewal of the payroll services contract and authorised signatories.

It was **RESOLVED** to renew the payroll services contract with the current provider although alternative providers might be considered in the following year.

It was **RESOLVED** to approve the proposed authorised signatories for payroll.

8.7. The April Local Council's Liaison Group Meeting

It was **RESOLVED** that **Cllr Gillian Thorne** would attend the April meeting of the Local Council's Liaison Group on behalf of Wrose Parish Council.

8.8. The publication of a Wrose Parish Council newsletter

It was **RESOLVED** not to publish a newsletter at the current time due to resource constraints. However, the creation of a Facebook page will be considered at some point in the future.

9. (04/24) Council events, land, open spaces and utilities

9.1. Updates on the provision of allotments and a review of the allotment risk register.

It was **NOTED** that BMDC/Incommunities had not already applied for a change of use of the land from open space to allotments.

It was **NOTED** that **Cllr Alex Ross-Shaw** would liaise with the planning office at BMDC on what planning permissions WPC would need to apply for given that some allotment planning exemptions applied to local authorities (which WPC was)

It was **RESOLVED** to approve the Allotment Risk register with risks relating to suitability of the land for allotment use to be added.

9.2. Summer and autumn planting in Wrose

It was **NOTED** that this item had been considered confidential, but as no members of the public were present, it was considered at this point in the meeting and not delayed to item 13 04/24.

It was **NOTED** that Wrose Action Group had decided that they did not want to offer their services to undertake the Summer and Autumn planting in Wrose and that, as yet a contractor to undertake all the works had not been identified although an individual without public liability insurance had expressed some interest.

It was **RESOLVED** to delay deciding about the Summer and Autumn planting until the May meeting and, in the meantime, for **the Clerk** to contact the Parish Council's insurance providers to see the council's public liability insurance could cover contractors.

It was **NOTED** Cllr Gillian Thorne would send the Clerk details of another potential contractor.

9.3. Maintenance of Parish Council land at Low Ash Road

Options for the planting of recycled plants from the planters and seeding with wildflowers were considered.

It was **RESOLVED** to delay deciding on the maintenance of the area until the May meeting.

9.4. Wrose Summer Food Festival.

It was **NOTED** that Cllr Alex Ross Shaw had now spoken to the new Landlady of The Bold Privateer who had advised that she was interested in supporting the Wrose Summer Food Festival. Provisional dates for the event were Saturday 13th July or Saturday 20th July.

It was **RESOLVED** that the event would follow the same format as the previous year and **Cllr Alex Ross-Shaw** would contact the previous event's music director to see if they were available for either of those dates.

10. (04/24) Finance

10.1. April Schedule of payments

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

| Paid to: | Description of goods/services: | Reclaimable Vat | Total Value |
|-----------------------|---------------------------------------|------------------------|--------------------|
| Ruth Thompson (Clerk) | Printing paper | | £4.15 |
| BMDC | Payroll – Service contract | | £600.00 |
| YLCA | Membership Subscription | | £1010.00 |

10.2. March direct debits

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

| Paid to: | Description of goods/services: | Reclaimable Vat | Total Value |
|------------------|---------------------------------------|------------------------|--------------------|
| British Gas | All Alone Road to 23 February | £1.17 | £24.70 |
| BMDC | Payroll Costs - February | | £1341.81 |
| Unity Trust Bank | Bank Service Charge | | £18.00 |

10.3. March 2024 receipts

Receipts in March 2024 as shown below were **NOTED**.

| Received from | Description of goods/services: | Amount |
|------------------|--------------------------------|---------|
| BMDC | Precept | £36,251 |
| Unity Trust Bank | Interest | £318.74 |

10.4. Bank reconciliation.

It was **RESOLVED** to approve the bank reconciliation to 31 March 2024 (as evidenced by bank statements and ledger/cash book).

10.5. The budget situation to date.

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

10.6. Bank transfers.

It was **RESOLVED** to transfer £30,000 from the current account to the savings account following early payment of the Precept.

10.7. Financial year end figures and the impact on the 24/25 budget.

The financial year end figures were **NOTED**, and it was **RESOLVED** to add the slightly higher than anticipated brought forward figure to the contingency reserve

10.8. The draft agar accounting statements

The work done to date on the draft AGAR accounting statements for presentation to the internal auditor was **NOTED**.

It was **RESOLVED** that the Clerk would make some final amendments and send these for review to Cllr Kath Hirsh (Councillor with responsibility for financial controls) before uploading them to the auditor's portal.

It was **NOTED** that the Clerk wished to express her gratitude to Cllr Kath Hirsh for providing advice and reviewing the draft AGAR documentation together with supporting documentation which was a significant piece of work.

11. (04/24) Grants/Donations

11.1. Grants or donation requests received.

11.1.1. Wrose Carnival

It was **RESOLVED** to make a payment of £500 to Wrose Carnival as a contribution to the purchase of a new storage container under the Community Grant Scheme.

It was **NOTED** that the application had been made under the Community Project Sponsorship Scheme, which had a higher maximum grant payable than the Community Grant Scheme. However, it was felt that, as the Carnival would not be run this year, the benefits generated from the use of the grant money in the

current year would not meet the higher benefit test required to be eligible for this grant scheme.

12. (04/24) Staffing Matters

12.1. The Clerk's hours in March.

The Clerk's hours in March were **NOTED** as was the fact that, due to increased work demands, the Clerk anticipated exceeding their standard monthly hours in April.

13. (04/24) Confidential items

Item 9.2, which had been considered confidential, was considered earlier in the meeting as no members of the public had still been present at that time.

14. (04/24) Date and times of next meetings

14.1. It was **RESOLVED** to confirm the date and time of the Annual Meeting of Wrose Parish Council as Thursday 9 May 2024 at 6.30pm

14.2. It was **RESOLVED** to confirm the date and time of the Annual Parish Meeting of Wrose Parish Council as Thursday 9 May at 7pm

14.3. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 9 May 2024 at 7.30pm.

It was **RESOLVED** to close the meeting at 9.11pm
