



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 13 June 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.
The meeting commenced at 7.06pm and ended at 9.10pm

Present:

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

Clerk: Ruth Thompson

Members of the public: 3 at start of the meeting.

1. (06/24) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting and advised that he would only be able to stay until 8.30pm.

2. (06/24) Apologies

- 2.1. Apologies received from Cllr Jayne Allen were **NOTED**.
- 2.2. It was **RESOLVED** to approve the reasons for absence for Cllr Jayne Allen

3. (06/24) Declarations of Interest

No interests were declared.

4. (06/24) 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 provided updates on items raised previously that are the responsibility of Bradford Metropolitan District Council (BMDC) including the fact that:

- Potholes reported were in the process of being filled
- The homeless team had been unable to locate the individual reported as sleeping in a car
- Wet weather has delayed the repainting of road markings at the bottom of Carr Lane

4.3. Open public participation session.

No questions were raised.

5. (06/24) Minutes

5.1. Annual Meeting:

It was **RESOLVED** to approve the minutes of the Annual Meeting of Wrose Parish Council held on 9 May 2024, as a true and accurate record of that meeting.

5.2. Ordinary meeting

It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 9 May 2024, as a true and accurate record of that meeting.

On reviewing the minutes, it was **NOTED** that Cllr Dave Jessop would be happy to deliver a few copies of any future parish council paper newsletters to local churches and religious education buildings and that a copy could also be placed on the community notice board.

6. (06/24) Items of a confidential nature

6.1. It was **RESOLVED** to treat discussions about planter quotes as confidential and therefore 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.

7. (06/24) Planning

7.1. Planning applications received.

It was **RESOLVED** to consider planning applications later in the meeting to maximise the input that could be provided by Cllr Alex Ross-Shaw prior to his departure¹.

8. (06/24) Wrose Parish Council

8.1. Internal auditor report and the effectiveness of the internal controls

The report of the internal auditor was **RECEIVED**.

Following the report of the internal auditor and comments by Cllr Kath Hirsh (Councillor with special responsibility for financial control), it was **NOTED** that the council's internal controls were considered to be effective.

8.2. Section 1 of the AGAR, The Annual Governance Statement.

Section 1 of the AGAR was considered and completed. It was **RESOLVED** to approve the completed document which was then signed by the Chair and the Clerk.

¹ Due to the nature of his role at BMDC Cllr Alex Ross-Shaw does not take part in voting on planning applications being considered by Wrose Parish Council

8.3. Section 2 of the AGAR, The Accounting Statements

It was **RESOLVED** to approve Section 2 of the AGAR documentation. The document was then signed by the Chair

8.4. Variations statement

The explanation of variations from the previous year on Section 2 of the AGAR were **NOTED**.

8.5. Dates for public access to financial records.

The dates of 1 July 2024 to 9 August 2024 for public access to the parish council's financial records were **NOTED**.

8.6. Financial regulations

It was **RESOLVED** to approve the changes to the new NALC financial regulations template that had been proposed by Cllr Kath Hirsh and the Clerk, including the addition of confirmation that payments could be made to suppliers once they had been agreed in a full council meeting and did not have to wait until they had appeared on the next schedule of payments presented to council. Such payments would however still be noted in the next meeting's financial control pack.

Thanks to Cllr Kath Hirsh and the Clerk for their time and effort reviewing this documentation were **NOTED**

8.7. The future location of the King's portrait.

It was **RESOLVED** that the portrait would remain at St Cuthbert's Church for the following month while further consultation was undertaken as to where it would be displayed.

It was **NOTED** that Carol Wilkinson of St Cuthberts would investigate if the Church would like to display the portrait and that Cllr Alex Ross-Shaw had contacted Damien Fisher to see if Shipley Town Hall or Shipley Library might be interested in displaying it.

9. (06/24) Council events, land, open spaces and utilities

9.1. Allotments

It was **NOTED** that Cllr Alex Ross-Shaw was trying to obtain an indicative quote for the potential costs of creating the allotment site for budgeting purposes.

9.2. Green spaces and planting.

Due to the possibility of planting quotes being discussed, it was **RESOLVED** to treat this item as confidential and that it would be considered under agenda item 13.1 (Confidential items)

9.3. Wrose Summer Food Festival

It was **NOTED** that:

- A SAG notification has been submitted
- The required permissions documentation has been submitted to the Highways department.
- The Bold Privateer's staff are trained in first aid so will be able to act as first aiders at the event
- The Wrose Bull has a defibrillator which could be used in an emergency
- One food stall has expressed interest in attending and 4 retail stalls have submitted applications.
- BMDC will be doing another mail shot to try to encourage more stall applications

It was **NOTED** that:

- **Cllr Gillian Thorne** will try to contact potential brownie sellers to see if they are interested in attending the event
- **Cllr Kath Hirsh** will contact Wrose Dementia group to see if they are interested in taking a charity stall at the event.
- Cllr Alex Ross-Shaw requested volunteer stewards to help on the day.

It was **RESOLVED** to:

- Delegate authority to the Clerk to apply for the market licence.
- Delegate a market related budget of £50 to the Clerk

It was **RESOLVED** that payment could be made to reimburse the Music Director for his public liability insurance costs up to £200 and this payment could be made on receipt of a copy of the insurance and proof of expenditure.

It was **NOTED** that **Cllr Alex Ross-Shaw** would be liaising with Low Ash School to inform them of the dates of Wrose Festival and at the same time would provide them with information on the dates of the Play in the Park events.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would also let Blake Hill School and Swain House know of the event dates and that **Cllr Gillian Thorne** would also pass the event details on to the Bolton Woods School.

9.4. Letter sent to MGL Holmes.

It was **NOTED** that no reply had been received to the letter sent by the Clerk to MGL homes. However, on further investigation the address held for MGL homes appeared to be for a dissolved company. The Clerk has found an alternative address and will send the letter there..

9.5. Community Chest Grant.

It was **RESOLVED** that **the Clerk** would investigate if a community chest grant could be used to support the Wrose Festival and if a grant of less than £500 was applied for, whether a second application could be made for the balance within two years of the first application.

9.6. The Internal Defibrillator Scheme

It was **RESOLVED** not to apply to the internal defibrillator scheme for support to purchase a defibrillator at the current time, but this might be considered again in the future.

9.7. CIL payment

It was **RESOLVED** to record the receipt of the CIL payment in a separate reserve account.

It was **NOTED** that the Parish Council had up to 5 years to spend the money. However, there were restrictions on what the money could be spent on as its objective was to mitigate the effect of any development in the local area.

10. (06/24) Finance

10.1. June Schedule of payments

It was **RESOLVED** to approve the schedule of payments for June 2024 as shown below:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Rachel Pearson	Internal Audit 2024	0	£220.00
Ruth Thompson Clerk	Lever Arch File Printer Ink Projector	£7.33 <u>£27.50</u> £34.83	£3.00 £43.99 <u>£164.99</u> £211.98
St Cuthberts	Hire of Hall: April, May and June	0	£90
Alex Ross-Shaw	Reimbursement of payment for Clerk's phone: March, April and May (3x£6)		£18.00

10.2. May direct debits or automatic payments.

The direct debits and automatic payments made in May, as listed below, were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	All Alone Road:29 March 24 to 30 April 24	£1.02	£21.38
BMDC	Payroll Costs - March		£1341.81

10.3. Income received.

The following income in May was **NOTED**

Paid from:	Description of goods/services:	Total Value
BMDC	Cil payment	£2235.78

10.4. Bank reconciliations

The bank reconciliations to 31 May 2024 (as evidenced by bank statements and ledger/cash book) were **NOTED**.

10.5. The budget situation

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

11. (06/24) Grants/Donations

11.1. Grant or donation requests received

It was **RESOLVED** that Hermits Table Tennis Club would be eligible to apply for a grant from Wrose Parish Council and that the Clerk would inform the club of this.

It was **RESOLVED** that, providing no work had commenced at the time of the grant application by Hermits Table Tennis club, the proposed work could commence prior to the parish council meeting that would decide whether to award the grant. However, the Clerk was to advise the club that the award of a grant could not be guaranteed and proceeding without knowing if a grant would be awarded was done at their own risk

It was **CONFIRMED** that the club could apply for the higher level of grant if it felt able to meet the required benefit tests. However, if on review the parish council did not feel that the application met the required standard for the higher level grant it would then be considered under the criteria for the lower grant. Separate applications did not need to be made.

Cllr Alex Ross-Shaw left the meeting at 8.30pm

12. (06/24) Staffing Matters

12.1. The Clerk's hours.

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

13. (06/24) Confidential items

13.1. Items identified as confidential.

Members of the public still in the meeting left the room

The failure of a potential supplier to provide a quote or return the Clerk's calls was **NOTED** as was the fact that a new potential contractor had been identified and the Clerk hoped that they would be supplying a quote in the following week.

In the light of the potential costs, it was **RESOLVED** to amend the authority limits that could be delegated to the Clerk as set out in the financial regulations from £2000 to £2500.

It was **RESOLVED** that the Clerk, in conjunction with the Chair, could approve a planting contract up to £2500 if a suitable quote was provided from the potential supplier.

It was **NOTED** that if no suitable quote was provided a solution might be for the clerk and councillors to undertake some top up planting and that a longer-term review of planting provided by the parish council would have to be considered.

Members of the public returned to the meeting.

It was **RESOLVED** to consider item 7.1, planning, following its earlier postponement:

Reference	Address	Description	RESOLUTION
24/01470/HOU Response deadline 23 May Deadline extension requested	Grid Ref: 416873 436603 Location: 2 Kings Drive Bradford West Yorkshire BD2 1PX	Proposal: Part double-storey/part single-storey rear extension	It was RESOLVED to make no comment
24/01616/PNH Response deadline 23 May Deadline extension requested	Grid Ref: 416854 436367 Location: 5 Sinclair Road Bradford West Yorkshire BD2 1QF	Proposal: Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwelling house: 4m Maximum height of proposed extension: 3m Height to eaves of proposed extension: 2.64m	It was RESOLVED to make no comment
24/01627/HOU Response deadline 3 June. Deadline extension requested	Grid Ref: 416854 436367 Location: 5 Sinclair Road Bradford West Yorkshire BD2 1QF	Proposal: Dormer window extension to front	It was RESOLVED to make no comment
24/01664/HOU Response deadline 4 June. Deadline extension requested	Grid Ref: 416787 436823 Location: 2 Wrose Grove Bradford West Yorkshire BD2 1PQ	Proposal: Demolition of existing detached garage. Construction of single-storey side and rear extension.	It was RESOLVED to make no comment
24/01929/PNH Response deadline 20 June	Grid Ref: 417176 436653 Location: 9 Willow Crescent Bradford West Yorkshire BD2 1LR	Proposal: Construction of single storey rear extension of the following dimensions: - Depth of proposed extension from rear wall of original dwellinghouse: 5m Maximum height of proposed extension: 4m Height to eaves of proposed extension: 3m	It was RESOLVED that Cllr Gillian Thorne would review the application together with application 24/01994/HOU to see if mention was made of the existing garage and

			provide feedback to the Clerk
24/01916/FUL Response deadline 24 June	Grid Ref: 416104 436996 Location: The Old Library 71 Wrose Road Shipley West Yorkshire BD18 1HX	Proposal: Replacement of existing timber shop front with new aluminium shop front	It was RESOLVED to make no comment
24/01994/HOU Response deadline 25 June	Grid Ref: 417176 436653 Location: 9 Willow Crescent Bradford West Yorkshire BD2 1LR	Proposal: Single storey side and rear extension; hip to gable roof conversion; front and rear dormers	See action under 24/01929/PNH

14. (06/24) Next meeting

14.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 11 July 2024 at 7.00pm.
