



# WROSE

## PARISH COUNCIL

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

Held on Thursday 8 August 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.  
The meeting commenced at 7.30pm and ended at 9.34pm

#### **Present:**

Councillors: Kath Hirsh, Dave Jessop, and Gillian Thorne

Clerk: Ruth Thompson

Members of the public: 0 at start of meeting.

#### **1. (08/24) Chair's welcome and opening remarks.**

The meeting commenced later than the summons issued, as the meeting was not quorate until 7.30pm.

In the absence of Cllr Alex Ross-Shaw it was **RESOLVED** to appoint Cllr Dave Jessop as Chair of the meeting. Cllr Dave Jessop welcomed everyone to the meeting.

#### **2. (08/24) Apologies**

- 2.1. Apologies received in advance of the meeting from Cllr Jayne Allen and Cllr Alex Ross-Shaw were **NOTED**.
- 2.2. It was **RESOLVED** to accept the reasons of absence for Cllr Jayne Allen and Cllr Alex Ross-Shaw.

#### **3. (08/24) Declarations of Interest**

- 3.1. No interests were declared

#### **4. (08/24) 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.

No members of the public were present, so no updates were provided.

- 4.3. Open public participation session.

A member of the public had sent the Clerk an email asking that the following issues were raised:

- Yellow box painting at Carr Lane still not completed
- Carr Lane – No right turn
- Why hasn't the tarmacking of Wrose Road commenced when the notice states it will be done on 22,23,24 and 25 July
- Weeds have not been treated between the walls and pavements at Westfield Lane

It was **NOTED** that all these items were the responsibility of Bradford Metropolitan District Council (BMDC) and not Wrose Parish Council. No members of BMDC were present at the meeting so full responses could not be provided on all the issues raised.

Cllr Dave Jessop advised that he believed the tarmacking had been delayed due to works required on the road by Northern Gas Networks and was now scheduled for the week of 12<sup>th</sup> August.

It was **RESOLVED** to ask the district councillor, **Alex Ross-Shaw** if weed spraying would be done this year.

It was **NOTED** that **Cllr Dave Jessop** was planning to do some weeding himself on Westfield Lane.

## 5. (08/24) Minutes

- 5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 11 July 2024, as a true and accurate record of that meeting.

## 6. (08/24) Items of a confidential nature

- 6.1. It was **NOTED** that provisional cost estimates for the allotment work should be treated as confidential to ensure fair competition in any future tender invitations.

It was **NOTED** that possible stall holder refunds had already been allocated to a confidential section of the agenda.

## 7. (08/24) Grants

- 7.1. The receipt of grant expenditure invoices from **Wrose Dementia group** were **NOTED** as was the uses to which the grant had been put.
- 7.2. The receipt of a grant expenditure invoice **from Hermit's Table Tennis Club** was **NOTED** as was the use to which the grant had been put. In addition, photos of the work had been provided by the group including one showing a certificate of grant acknowledgement which had been placed on the wall of the refurbished kitchen area.

In addition, the invitation by Hermit's table tennis club to see the completed works were **NOTED**. It was **RESOLVED** that **the Clerk** would advise the club that Cllr Gillian Thorne and Cllr Dave Jessop would like to accept the invitation and visit the club one evening.

- 7.3. To consider a grant request from an individual.

It was **NOTED** that applications for grants that did not provide direct benefits to the wider community in Wrose were outside the scope of the grant policy and as a result it was **RESOLVED** that the council would not be able to offer support for an individual to travel to undertake voluntary work abroad. It was **RESOLVED** that the **Clerk** would inform the individual of the Council's decision.

## 8. (08/24) Planning

8.1. It was **NOTED** that premises licencing application received for School Service Station, Leeds Road, Shipley, BD18 1BX was outside the parish of Wrose. As a result, it was **RESOLVED** that the Parish Council would not comment on the application

8.2. Planning applications received.

The following applications were considered at the meeting:

Reference	Address	Description	RESOLVED
24/02580/PNH response deadline 31 July. Deadline extension requested	Grid Ref: 417373 436512 Location: 17 Highfield Road Idle Bradford West Yorkshire BD2 2AU	Proposal: Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwellinghouse: 6m Maximum height of proposed extension: 3.5m Height to eaves of proposed extension: 3m	To make no comment
24/02581/HOU response deadline 2 August. Deadline extension requested	Grid Ref: 417373 436512 Location: 17 Highfield Road Idle Bradford West Yorkshire BD2 2AU	Proposal: Front and rear dormers	To make no comment
24/02704/HOU Response deadline 12 August	Grid Ref: 416111 436779 Location: 40 Oakdale Drive Shipley West Yorkshire BD18 1PD	Proposal: Demolition of existing detached garage to rear. Construction of single-story rear extension and hip to gable roof extension with front and rear dormers.	To make no comment

## 9. (08/24) Wrose Parish Council

9.1. Location of the council's high viz jackets

It was **NOTED** that Cllr Gillian Thorne now had all the high viz jackets.

9.2. Insurance requirements in preparation for obtaining quotes.

It was **NOTED** that asset valuations for AGAR purposes are as per purchase cost but asset valuations for insurance purposes should be as per replacement costs. As such, replacement costs will need to be obtained prior to the next renewal on any items the council wishes to insure for loss/material damage.

It was **NOTED** that The Parish Council can choose not to insure all assets owned for loss/ material damage and this does not have any implications for public liability cover.

It was **NOTED** that the current insurance policy has a £100 excess on loss/material damage so insuring low value items provides little benefit to the council.

It was **RESOLVED** that the council would not seek to obtain loss/material damage on:

- its wooden planters or barrier baskets
- its remembrance signage
- Low value items less than £100 or textbooks

It was **RESOLVED** that **the Clerk** would obtain/estimate replacement costs for:

- The laptop and printer
- The projector

It was **RESOLVED** to ask **Cllr Alex Ross-Shaw** what information he had obtained on whether other councils, who also partner with Festival Lights for the provision of Christmas lights, insure their lights while on display

It was **NOTED** that Festival Lights had advised Cllr Ross-Shaw that they provided insurance while the lights were stored with them. However, it was **RESOLVED** to obtain clarification if cover also included the installation and dismantling of the lights.

It was **RESOLVED** that accident cover would not be purchased for 24/25.

## **10. (08/24) Council events, land, open spaces and utilities.**

### 10.1. Updates on the provision of allotments

It was **NOTED** that indicative costs had now been provided by TCV.

### 10.2. Updates and actions in relation to the management of green spaces in Wrose.

The recent planting up of the planters and barrier baskets with a move to more sustainable planting was **NOTED**, as was the fact that several positive comments about the planters had been received from members of the public.

It was **NOTED** that maintenance of the planters by local enterprises could not be guaranteed. However, the Clerk would be available to take on additional planting and planter maintenance work if required.

### 10.3. Updates and lessons from the Wrose Summer Food Festival

It was **NOTED** that:

- The event had attracted a similar number of attenders as in 2023 and there had been a wide spectrum of ages attending the event
- The Bold Privateer would have provided a BBQ had they known the Parish Council was having difficulties obtaining food stalls.

It was **RESOLVED** that a provisional date for the 2025 festival would be the 2<sup>nd</sup> Saturday in July. It was hoped that the event could develop into a weekend festival with several venues offering music over the weekend.

#### 10.4. Play in the Park events

It was **NOTED** that the Clerk was still waiting on confirmation on exactly which groups were participating in the event besides BMDC.

*A member of the public arrived at 9pm.*

#### 10.5. Updates on the letter sent to MGL homes regarding All Alone Road streetlighting.

It was **NOTED** that no reply had been received to the letter sent by the Clerk to a MGL homes director's address. This means that the actual ownership of and responsibility for the lights remains unclear

It was **NOTED** that Cllr Dave Jessop continues to make regular inspections of the streetlights adopted by Wrose Parish Council on All Alone Road.

#### 10.6. Reintroduction of the walking nativity and other Christmas plans

It was **RESOLVED** that Councillor Dave Jessop would begin by contacting Mr P Kitchen about the possible reintroduction of the walking nativity and what support he might be able to give.

It was **RESOLVED** to set a provisional date for the Christmas activities in Wrose as Saturday 7<sup>th</sup> December and for the **Clerk** to check with District Cllr Liz Rowe that she would be available on that date to help Santa arrive on his sleigh.

### 11. (08/24) Finance

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

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
Bren Travis	Music Director Services at Wrose Festival	£0	£600.00
Ruth Thompson	Plants, compost, feed 18/7 Morrisons £16.50 18/7 Chana Stores £106.00 20/7 B&M £70.96 23/7 Chana Stores £81.00 23/7 B&M £15.50		£289.96

11.2. The following payments made in July that did not appear on July's schedule of payments but had been previously approved by the council were **NOTED**.

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
Bren Travis	Public liability insurance		£140
Hermits table tennis club	Grant		£500

11.3. The following direct debits or automatic payments made in July were **NOTED**.

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
Yu Energy	Electric supply to All Alone Road 1 to 30 June 2024	£0.72	£15.18
BMDC	Payroll charge - June		£1,097.16
IOC	Annual fee: £5 discount for paying by direct debit		£35

11.4. The following income received in July was **NOTED**.

<b>Paid from:</b>	<b>Description of goods/services:</b>	<b>Total Value</b>
Stall Holders	Market Stall fees 3x£15 +2x£10	£65
HRMC	Vat reclaim (Oct 22 to end Feb 23)	£137.93

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

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

## **12. (08/24) Staffing Matters**

12.1. It was **NOTED** that the Clerk had done additional hours in July due to the need to attend the Smart Meter installation and the sourcing and planting up of the planters and barrier baskets.

It was **NOTED** that the Clerk hoped to take some holiday in early September, and this might mean that the September meeting agenda was issued earlier than normal and that the Financial Control Pack was not available until the day of the meeting. It was **NOTED** that Cllr Kath Hirsh, councillor with special responsibilities for financial control, was comfortable with only having access to the financial control pack on the day of the meeting.

## **13. (08/24) Confidential items**

*The member of the public who had joined the meeting was advised that the following items was confidential, and they left the meeting.*

13.1. Wrose Festival stall fees refunds.

It was **RESOLVED** to offer a refund of 50% of the fees to stall holders that had not been able to attend the event and had provided reasons for this to the Clerk

It was **RESOLVED** to offer a refund of 50% of the fees paid by the stall holder who had been ill before the event and had not therefore been able to prepare fully for the event.

It was **RESOLVED** that the Clerk would contact the relevant stall holders to inform them of the offer and obtain their bank details.

It was **RESOLVED** that the payments could be set up on the banking system and approved without further reference to the full council but would be shown on the financial control pack in the month the payments were made.

13.2. Other confidential items.

No further items were identified as confidential.

**14. (08/24) Next meeting**

14.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 12 September 2024 at 7.00pm.

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It was **RESOLVED** to close the meeting at 9.34pm

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