



# WROSE PARISH COUNCIL

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

Held on Thursday 10 October 2024 at St Cuthbert's Church, 71 Wrose Rd, BD2 1LN.

The meeting commenced at 7.00pm and ended at 9.14pm

### Present:

Councillors: Jayne Allen, Kath Hirsh, Susan Hinchliffe (from 7.58pm), Dave Jessop and Alex Ross-Shaw

Clerk: Ruth Thompson

Wrose Buddies representative Shirley Weaver

Members of the public: 3 at start of meeting.

### 1. (10/24) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

### 2. (10/24) Apologies

2.1. It was **NOTED** that no apologies have been received.

### 3. (10/24) Declarations of Interest

3.1. No interests were declared

### 4. (10/24) 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.

The work done by Cllr Alex Ross-Shaw to progress previously raised Bradford Metropolitan District Council (BMDC) highway issues were **NOTED**.

It was **NOTED** that Cllr Dave Jessop had been in discussions with the Wrose Bull about the noise and smell issues that were disturbing residents. He had been advised that the extractor fan is serviced every 12 weeks, and the next one would take place in 2 weeks. Cllr Dave Jessop felt the stains on the building were more likely to be dirt washing down from the roof rather than smoke.

It was **NOTED** that a Christmas Brass Band concert was being planned at the Wrose Bull in conjunction with The Old Chapel and as a result Wrose Parish Council did not need to organise one.

It was **NOTED** that Cllr Dave Jessop had met with a member of the public to review a boundary issue.

It was **NOTED** that Cllr Dave Jessop had been investigating potholes and drainage cover issues in Kingsway.

A member of the public expressed their frustration that highway issues were not being addressed promptly by BMDC and that mud remained an issue on Westfield Lane.

A member of the public advised that they would review the situation at the Wrose Bull after the next equipment service. It was **NOTED** that Cllr Jayne Allen advised that there also seemed to be a noise issue at night which would not be a result of the extractor fan.

#### 4.3. Open public participation session.

No additional items were raised at this point in the meeting.

### 5. (10/24) Minutes

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 12 September 2024, as a true and accurate record of that meeting subject to a change of the word Customs to Costumes at 10.5 (9/24).

A member of the public commented that a building has been put up at 4 All Alone Road but they have not seen any planning permission for this. It was **RESOLVED** that Cllr Alex Ross-Shaw would investigate this.

A member of the public thanked Cllr Dave Jessop for his litter picking efforts.

### 6. (10/24) Items of a confidential nature

6.1. It was **RESOLVED** to treat all quotes as confidential items together with discussions about the Clerk's salary and therefore to consider these items at the end of the meeting during which time members of the press and public be excluded from the meeting under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

### 7. (10/24) Grants

#### 7.1. Wrose Buddies

The grant application from Wrose Buddies was reviewed. Shirley Weaver (Chair - Wrose Buddies) answered Councillor questions on the application.

It was **RESOLVED** to award a grant of £500 subject to the provision of a copy of the organisation's public liability insurance and a commitment to adhere to the council's standard grant conditions.

It was **RESOLVED** that once a copy of the public liability insurance had been received by the Clerk, the grant payment could be made without needing further authorisation at the next council meeting.

It was **NOTED** that councillors might like to visit one of the group's events.

## **8. (10/24) Planning**

8.1. It was **NOTED** that no applications have been received for consideration at the October meeting.

## **9. (10/24) Wrose Parish Council**

9.1. Insurance quotes

It was **RESOLVED** to treat the quote amounts as confidential and therefore consider the item later in the meeting.

9.2. The asset register

It was **RESOLVED** to consider this item after the insurance quote as the update related to the insurance quote decisions.

9.3. Annual personal data review

It was **NOTED** that the Clerk had reviewed and updated the record of personal data held by the council.

At the meeting, what personal data was held by councillors was reviewed and councillors were reminded that they should not hold personal data for longer than the purpose for which it was collected.

9.4. October Local Councils' Liaison Group meeting

In the absence of Cllr Gillian Thorne, who had attended the meeting, it was **RESOLVED** to postpone this item to the next council meeting.

9.5. Internal audit quote for the year ending March 26.

It was **RESOLVED** to treat the quote amounts as confidential and therefore consider the item later in the meeting.

9.6. Interim report from the external auditor.

It was **NOTED** that the external auditor had not completed their work in line with the advertised timetable and had therefore issued an interim report which had been published by Wrose Parish Council to fulfil their statutory responsibilities.

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

### 10.1. The approach to dealing with storm damage and other similar events in Wrose.

The work done by Cllr Dave Jessop to clear fallen tree branches in Wrose because of storm damage was **NOTED**.

It was **NOTED** that BMDC deals with fallen branches on the public highway and have a publicly available contact number for incident reporting. This includes an out of hours service.

### 10.2. Wrose Wetlands

It was **NOTED** that The Conservation Volunteers are aware of the pond clay-lining issues that are causing water to drain away from the ponds and are considering ways to deal with it.

It was also **NOTED** with disappointment the acts of vandalism that have been taking place in the area.

### 10.3. The provision of allotments.

It was **NOTED** that Cllr Alex Ross-Shaw had done a site visit with Ben McLoughlin (BMDC Community Engagement Officer)

It was **NOTED** that some further progress had been made by the BMDC Estates Team on the work required to transfer the site to Wrose Parish Council.

It was **NOTED** that BMDC's planning department had indicated that parish council run allotments do have the benefit of some planning application exemptions in relation to the construction of small ancillary buildings on the site.

It was questioned whether Yorkshire Water would only do a water provision assessment on behalf of the current landowner. It was **RESOLVED** that **Cllr Alex Ross-Shaw** would ask Cllr Gillian Thorne if this was the case and confirm the costs of the assessment. If the assessment could only be done for the landowner, consideration could be given as to whether to ask BMDC to request an assessment with the cost being recharged back to Wrose Parish Council.

*7.58pm. Cllr Susan Hinchcliffe arrived at the meeting.*

### 10.4. Management of green spaces in Wrose

It was **NOTED** that Cllr Jayne Allen and the Clerk had completed a walk round Wrose with Ben Mcloughlin (BMDC Community Engagement Officer) which had included the barrier baskets on Wrose Road and land off Low Ash Road.

It was **NOTED** that the Clerk was organising a barrier basket bulb and refresh planting session commencing at 10am on Tuesday 15th October, meeting outside the Wrose Bull, and all assistance would be gratefully received. It was also **NOTED** that the Clerk would be buying the bulbs with the delegated planting budget over the weekend.

## 10.5. Actions required to support remembrance activities in Wrose

It was **RESOLVED** that councillors and volunteers would meet outside the Wrose Bull at 11.30am on Sunday 3<sup>rd</sup> November to put up the Tommy lamppost signs.

It was **NOTED** that Cllr Kath Hirsh would be following up with Cllr Gillian Thorne the plans for the lit-up Tommy sign to be displayed at AgeUK. **The Clerk** was asked to send Cllr Gillian Thorne's work email address to Cllr Kath Hirsh to facilitate this.

## 10.6. Christmas plans

It was **RESOLVED** to consider the lighting and storage quote amounts as confidential and therefore consider the quotes provided later in the meeting

It was **RESOLVED** not to make use of BMDC's Christmas Grotto.

It was **RESOLVED** that the Old Library would be the main focus for hot food at the Christmas event.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would ask the BMDC market team to begin advertising the event to potential stall holders and that stall prices would be the same as last year.

It was **RESOLVED** that preference would be given to traders rather than suppliers of information and so an initial space would not be offered to Incommunities.

It was **NOTED** that the availability of Low Ash School choir was uncertain as the choir mistress was now on leave. It was hoped that BMDC councillor Liz Rowe would be checking this.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would commence the necessary licence paperwork for the Christmas market and pass to the Clerk for submission on behalf of the council.

## 10.7. Wrose Fest 2025

It was **RESOLVED** that Cllr Alex Ross-Shaw would ask the previous years Music Director for dates that they would be available to support Wrose Fest 2025.

## 10.8. Bradford City of Culture 2025.

It was noted that BMDC is encouraging Parish and Town Councils to decorate their areas as part of the City of Culture 2025.

It was **RESOLVED** that **Cllr Susan Hinchcliffe** would find out about the display packages on offer so that they could be considered by the Parish Council

## **11. (10/24) Finance**

### 11.1. October Schedule of payments:

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

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
BMDC	Play in the Park Services	£0	£3500

11.2. Payments made in September that did not appear on September's schedule of payments but had been previously approved by the council

It was **NOTED** that there were no payments in this category.

<b>Paid to:</b>	<b>Description of goods/services:</b>	<b>Reclaimable Vat</b>	<b>Total Value</b>
			None

11.3. September direct debits or automatic payments.

The following direct debits and automatic payments 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 31 August 2024	£0.78	£16.36
BMDC	Payroll charge - August		£1,097.16
Unity Trust Bank	Account fee – 3 months		£18.00

11.4. September Income

The following income in September was **NOTED**.

<b>Paid from:</b>	<b>Description of goods/services:</b>	<b>Total Value</b>
Unity Trust Bank	Interest	£496.60

11.5. Bank reconciliation

The bank reconciliation to 30 September 2024 (as evidenced by bank statements and ledger/cash book) was **NOTED**

11.6. The budget situation

The budget situation to date and quarterly review information was **NOTED**.

It was **NOTED** that the 25.26 budget setting process would begin in the November meeting with a consideration of the projects to be delivered in 25.26.

11.7. Unity bank multiscard.

It was **RESOLVED** not to apply for a unity bank multiscard due to the fees charged.

It was **RESOLVED** that **the Clerk** would investigate how an additional signatory could be added to the bank account to help ensure timely authorisation of approved payments could take place when existing signatories were not available.

#### 11.8. The salary budget for 25/26

It was **NOTED** that a Clerk's salary should normally be considered confidential, so it was **RESOLVED** to consider the item together with the other confidential items.

### **12. (10/24) Staffing Matters**

#### 12.1. The Clerk's hours

The Clerk's hours in September were **NOTED**

### **13. (10/24) Confidential items**

#### 13.1. The following confidential items and related matters were considered:

Insurance. It was **RESOLVED** to purchase insurance cover from Zurich as per their quote. This excludes the personal accident cover purchased last year. Items insured for theft and damage will be indicated on the Asset register. This will include the Christmas lights but now excludes the planters and low value items.

Asset register: It was **RESOLVED** that this would be updated to indicate which items have been insured on an all-risk basis.

Internal audit: It was **RESOLVED** to reappoint the current internal auditor based on the quote supplied. It was **RESOLVED** not to obtain additional quotes on this occasion to allow for continuity of service until the end of the standard period (3 years) of an internal auditor's term of office.

Christmas lighting: It was **RESOLVED** to accept the quotes of Festival Lights (BMDC) and their preferred installation and deinstallation contractor. It was resolved not to obtain additional quotes due to the specialist nature of the installation and a preference to work with the preferred supplier of BMDC on whose lampposts the lights are installed.

The 25.26 Salary budget. It was **RESOLVED** to increase the salary budget for 25.26 by £600.

### **14. (10/24) Next meeting**

14.1. It was **RESOLVED** to confirm the date and time of the next ordinary meeting of Wrose Parish Council as, Thursday 14 November 2024 at 7.00pm.

14.2. It was **RESOLVED** to close the meeting at 9.14pm

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