



WROSE

PARISH COUNCIL

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Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 12 June 2025 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.
The meeting commenced at 7.02pm and ended at 9.22pm

Present:

Councillors: Jayne Allen, Kath Hirsh, Dave Jessop, and Gillian Thorne.

Clerk: Ruth Thompson

Members of the public: 0 at start of meeting

1. (06/25) Chair's welcome and opening remarks.

In the absence of the Cllr Alex Ross-Shaw, Chair of Wrose Parish Council, it was **RESOLVED** to appoint Cllr Kath Hirsh as Chair to the meeting.

Cllr Kath Hirsh welcomed everyone to the meeting.

2. (06/25) Apologies

2.1. Apologies received.

It was **NOTED** that the Clerk had received apologies from Cllr Alex Ross-Shaw and Cllr Susan Hinchcliffe

2.2. Acceptance of reasons for absence.

It was **RESOLVED** to accept the reasons for absence for Cllrs Alex Ross-Shaw and Susan Hinchcliffe.

3. (06/25) Declarations of Interest

It was **NOTED** that no interests were declared and that no dispensation requests had been received.¹

¹ Although later in the meeting Cllrs Kath Hirsh and Dave Jessop did declare that they were members of Wrose Community Association.

4. (06/25) Public Participation

4.1. PCSO Report

No PCSO attended so no report was received for consideration.

It was **RESOLVED** that **the Clerk** would contact the local police and ask if a crime update could be provided for the next meeting either in person by a PCSO or via a summary report.

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

It was **NOTED** that Cllr Alex Ross-Shaw had advised the Clerk prior to the meeting that he had nothing further to report on drainage issues on Westfield Lane. In addition, Cllr Dave Jessop had not seen any flooding on the road recently. It was therefore **RESOLVED** that **the Clerk** would close this issue on the action point register.

It was **NOTED** that Cllr Alex Ross-Shaw had reported that yellow lines near Wrose Post Office had originally been on the schedule of Bradford Metropolitan District Council (BMDC) works; however, this work had been removed following objections that it would reduce the number of available parking spaces for residents which were already at a premium.

4.3. Issues raised by members of the public to the Clerk or Councillors since the last meeting.

Cllr Gillian Thorne highlighted the issue of private advertising posters on public lampposts and the appearance of a snack trailer on a lay-by near Claremont Park. **Cllr Dave Jessop** advised that he would investigate the licence arrangements for the trailer.

4.4. Open public participation session.

No members of the public were present at this point in the meeting.

5. (06/25) Minutes

5.1. It was **RESOLVED** to approve the minutes of the Annual Meeting of Wrose Parish Council held on 8 May 2025, as a true and accurate record of that meeting

5.2. It was **RESOLVED** to approve the minutes of the Ordinary meeting of Wrose Parish Council held on 8 May 2025, as a true and accurate record of that meeting.

6. (06/25) Items of a confidential nature

6.1. It was **NOTED** that a commercially confidential item had been included at agenda point 12 and that members of the press and public would therefore be excluded from this item under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

7. (06/25) Planning

7.1. Planning applications received were considered:

Reference	Address	Description	RESOLUTION
25/01429/HOU Response deadline 5 June 2025. Extension requested. Extension REFUSED. Cllrs advised to submit individual response if application of concern to them	Grid Ref: 417176 436653 Location: 9 Willow Crescent Bradford West Yorkshire BD2 1LR	Proposal: Hip to gable roof conversion; front and rear dormers; front storm porch; single storey side and rear extension with additional obscure glazed side window, French door to front and additional roof light inside roof plane	It was NOTED that no deadline extension had been granted and therefore there was no longer an opportunity for the Parish Council to comment
25/01697/HOU Response deadline 10 June. Extension requested	Grid Ref: 416584 437159 Location: 11 Bredon Avenue Shipley West Yorkshire BD18 1LU	Proposal: Single storey rear extension to replace existing conservatory and front porch	It was RESOLVED to make no comment on the application
25/01812/HOU Response deadline 12 June. Extension requested	Grid Ref: 416457 436966 Location: 16 Westfield Lane Shipley West Yorkshire BD18 1LX	Proposal: Single storey extension to side and porch to front	It was RESOLVED to make no comment on the application
25/01580/CLP Response deadline 18 June	Location: 1 Plumpton Avenue Bradford West Yorkshire BD2 1PE	Proposal: Use of part of existing detached garage as a beauty salon	It was RESOLVED to object to the application on the grounds of concerns about availability of client parking and increased traffic in a residential area. It was also to be noted that the Parish Council assumed that the application would comply with any building regulations for commercial properties

8. (06/25) Wrose Parish Council

8.1. The report of the internal auditor and the effectiveness of the internal controls for Wrose Parish Council

The reports of the internal auditor were **NOTED** and, based on those reports, the effectiveness of the internal controls for the Parish Council were assessed as effective.

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

Councillors considered and responded to the questions on Section 1 of the 24/25 AGAR documentation. The document was then signed by Cllr Kath Hirsh as Chair to the meeting and Ruth Thompson as the Clerk to the Parish Council

8.3. Section 2 of the AGAR, The Accounting Statements

Councillors **RESOLVED** to approve the figures presented by Ruth Thompson (Responsible Financial Officer) on Section 2 of the 24/25 AGAR documentation. The document was then signed by Cllr Kath Hirsh as Chair to the meeting.

8.4. A statement explaining variations from the previous year on Section 2, in the accounting statements of the AGAR.

The statement was reviewed by councillors, and it was **RESOLVED** to approve the statement.

8.5. To note the dates for public access to financial records.

The dates, determined by Ruth Thompson the Responsible Financial Officer, were **NOTED**.

8.6. To consider the updated Asset Register

It was **RESOLVED** to approve the updated Asset Register to include 2 new water carriers to be held by the Clerk.

It was **NOTED** that Cllr Jayne Allen would also like a water carrier to assist with watering the council's barrier baskets and that Cllr Dave Jessop advised he had a spare water carrier that he could give her.

8.7. The Code of Conduct

It was **NOTED** that there had been no recent changes to the Local Government Association Model Code of Conduct template.

It was **RESOLVED** to note that the policy had been considered in June 2025 and retained for use without amendment.

8.8. Draft IT policy.

It was **NOTED** that it was now an audit requirement for Parish Councils to have an IT policy.

It was **RESOLVED** to adopt the draft policy that had been provided by the Clerk.

8.9. Requests by Wrose Community Association for Wrose Parish Council to undertake projects with financial support from the Association.

It was **RESOLVED** to carry forward this item to a later meeting as Cllrs Kath Hirsh and Dave Jessop were members of the Wrose Community Association and the meeting would be inquorate for this item without dispensations being granted.

9. (06/25) Council events, land, open spaces, and utilities.

9.1. Allotments

It was **NOTED** that there had been some feedback from a potential contractor about how the green space at Haslam Grove could be used and managed.

9.2. Wrose Fest 2025

It was **NOTED** that Cllr Alex Ross-Shaw had provided the Clerk with the following information prior to the meeting:

- Cllr Alex Ross-Shaw had held a planning meeting with the appointed Music Director and the Landlord of The Bold Privateer.
- The pub was unable to do a BBQ due to licence issues but would be providing light refreshments for band members.
- Product stalls would not be part of the event this year.
- There would be circa 2 food trailers which the Music Director was sourcing.

Approaches to advertising the event were discussed.

It was **RESOLVED** to ask Cllr Alex Ross-Shaw to ask the Landlord of The Bold Privateer if they would be willing to have a banner advertising the event outside their pub.

If a suitable display location could be found, it was **RESOLVED** that a budget of up to **£150** would be delegated to the Clerk to purchase an event advertising banner and City of Culture coloured balloons.

9.3. The management of green spaces in Wrose:

It was **NOTED** that the Clerk and Cllr Jayne Allen had completed the summer barrier basket and planters planting. This now included planters outside The Old Library.

It was **NOTED** that some additional planting might be required during the summer, using the remaining budget, due to plant loss.

9.4. Asset inspections undertaken.

Inspections by Cllr Dave Jessop of the streetlights on All Alone Road were **NOTED**.

The Low Ash land inspection by Sponge Tree and Cllr Jayne Allen was **NOTED**.

Cllr Jayne Allen reported that there had been a mixed reaction from the community to the creation of wildlife areas on the Low Ash Road land. While some residents preferred the area to be fully mown, immediate neighbours appeared to support the new approach.

A member of public joined the meeting at 8.50pm

10. **(06/25) Finance**

10.1. Schedule of payments for June 2025

It was **RESOLVED** to approve the following payments:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Ruth Thompson Clerk	ACW - Feature plant for outside old library		£49.99
	Morrisons – plant food and compost		£17.00
	B&M – plants for baskets and planters		£79.00
	B&M – plants for baskets and planters		£28.00
	ACW – plants for planter - herbs		£11.94
	B&M plants for baskets and planters		£49.50
	Otley Garden Centre – plants for baskets and planters		£28.71
	B&M – Plants for planters outside the old library		£90.00
	Halfords - 2 water carriers.		<u>£24.40</u>
	Plant related total.		£378.54
	Printing paper		<u>£ 3.99</u>
	Payment total		<u>£382.53</u>
BMDC	Payroll services	£106	£636.00
Cllr Alex Ross-Shaw	Clerk's phone cost reimbursement: March, April, and May each at £6		£18.00
Sponge Tree (Sustainable Well-being Solutions)	Low Ash Road. Grounds Maintenance		£150.00

10.2. Direct debits or automatic payments made in May.

The following direct debits and automatic payments were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	Electric supply to All Alone Road 1 to 30 April 2025	£0.87	£18.21
BMDC	Payroll charge - April		£1193.08
Unity Trust Bank	Account fee – 1 month		£6.00

10.3. Income received in May.

The following income was **NOTED**:

Paid from:	Description of goods/services:	Total Value
BMDC	Cil payment	£4471.55

10.4. Bank reconciliation

It was **RESOLVED** to approve the bank reconciliation to 31 May 2025, as evidenced by bank statements and the ledger/cashbook

10.5. The 25.26 budget

The current budget position was **NOTED**.

11. (06/25) Staffing Matters

11.1. The Clerk's hours.

The Clerk's working hours for May were **NOTED**.

12. (06/25) Confidential items

The member of public present was asked to leave the room due to the commercial confidentiality of the information being shared with the councillors.

12.1.1. Contractor insurance

The insurance documentation of a contractor used by the Parish Council was reviewed. It was felt that the policy wording did not appear to adequately reflect the type of work the contractor would be undertaking for the Parish Council. It was **RESOLVED** that **the Clerk** should advise the contractor of this and that if work was to be undertaken in future the wording provided by the insurance company must align more closely with the proposed work.

13. (06/25) Next meeting

- 13.1. It was **RESOLVED** to hold the next ordinary meeting of Wrose Parish Council on Thursday 10 July 2025, commencing at 7pm at St Cuthberts Church, Wrose Road BD2 1LN.

It was **RESOLVED** to close the meeting at 9.22pm
