



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 10 July 2025 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.

The meeting commenced at 7.01pm and ended at 8.58pm

Present:

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

Clerk: Ruth Thompson

Grant applicant Mr J. Dyer – Salts Tennis Club (part of meeting)

Members of the public: 1 at start of meeting

1. (07/25) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (07/25) Apologies

2.1. Apologies received.

It was **NOTED** that no apologies had been received.

3. (07/25) Declarations of Interest

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

4. (07/25) Public Participation

4.1. PCSO Report

No PCSO attended so no report was received for consideration.

It was **NOTED** that the Clerk had tried to contact the PCSO to invite them to the meeting (or to submit a report) but was awaiting a final response.

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

¹. Although it was later noted that Cllrs Kath Hirsh and Dave Jessop were members of the Wrose Community Association

It was **NOTED** that there were no outstanding items requiring updates

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

- It was **noted** that a request had been received to designate Oakdale Grove as residents-only parking. The Clerk had directed the member of the public to make this request to Bradford Metropolitan District Council (BMDC).

4.4. Open public participation session.

A member of the public raised concerns about potholes in Kingsway. It was **NOTED** that potholes are the responsibility of BMDC and not Wrose Parish Council.

A member of the public raised concerns about drainage issues on Westfield Lane. They had been advised that no improvements would be made at the current time as there were plans to divert sewers in the area. It was **NOTED** that Cllr Alex Ross-Shaw² had already flagged the drainage issue to the BMDC Highways department. However, following discussion, it was **RESOLVED** that **the Clerk** would send a letter to Mr R Hollinson at BMDC Planning, Transport and Highways Department to ask if work could be done to deal with the drainage issues on Westfield Lane between houses 63 and 77 at the same time as the sewer work was being done

A member of the public raised concerns over the height of some conifer trees on Westfield Lane. It was **NOTED** that as the trees were on private land this would be a private dispute. However, **Cllr Alex Ross-Shaw** offered to contact the tree team at BMDC for advice on how this might be resolved.

A member of the public raised concerns about late notification of a meeting about road works (laying of tarmac). Cllr Alex Ross-Shaw advised that BMDC Cllrs Liz Rowe and Susan Hinchliffe were involved in this issue, and it was best to raise any further concerns regarding this directly to them.

5. (07/25) Minutes

- 5.1. It was **RESOLVED** to approve the minutes of the Ordinary meeting of Wrose Parish Council held on 12 June 2025, as a true and accurate record of that meeting.

6. (07/25) Items of a confidential nature

- 6.1. It was **NOTED** that the value of the watering quote was commercially confidential.

It was **RESOLVED** to check if any members of the public were still present when the item was reached on the agenda before deciding considering whether to exclude members of the press or public.

² In his capacity as Bradford Metropolitan District Councillor
WPC minutes – 10 July 2025 –V1.0. Approved

7. (07/25) Grants

7.1. Grant requests

7.1.1. Salts Tennis Club

Mr J Dyer of Salts Tennis Club outlined a grant request to fund free tennis coaching for up to 20 children during August 2025. The coaching would take place at Salts Tennis Club.

Given the location of the club, it was suggested that Mr Dryer might also like to contact Shipley Town Council to see if they had any grant programmes and **the Clerk** would pass their contact details to him

Mr J Dyer left the meeting at 7.26pm.

Following a discussion regarding the application, it was **RESOLVED** that a grant of up to £500 would be offered on the condition that the places funded were for children living in the Wrose Parish only. It was requested that feedback be obtained from the children after the event to assist with publicity of the work of the Parish Council with **the Clerk** to inform Mr Dyer of the outcome of the application.

8. (07/25) Planning

8.1. To consider the planning applications received

Cllr Alex Ross-Shaw took no involvement in the discussions or decision on planning matters due to his portfolio holder role at BMDC.

Reference	Address	Description	RESOLUTION
25/02149/HOU Response deadline 2 July. Response deadline requested	Grid Ref: 416159 436731 Location: 46 Oakdale Road Shipley West Yorkshire BD18 1PE	Proposal: Single storey rear extension, hip to gable roof extension with front and rear dormer windows. Detached double garage and new porous driveway	RESOLVED to make no comment on the application
25/01544/FUL Response deadline 21 July.	Grid Ref: 415859 437194 Location: 35 Low Ash Drive Shipley West Yorkshire BD18 1JJ	Proposal: Change of use from C3 residential dwellinghouse to C2 residential children's care home	RESOLVED to object to the application based on concerns over the suitability of the house for a residential care home and the potential change to the nature of a residential area
25/00311/VOC Response	Bolton Villas Cricket Club	This application has been re-advertised following the receipt	RESOLVED to make no further comments

deadline 14 July		of additional information from the applicant, which is available to view on Public Access.	
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9. (07/25) Wrose Parish Council

9.1. Public access to financial records.

The external auditor's request to reduce the dates for the public access to unaudited accounts and the Clerk's implementation of this request were **NOTED**.

Cllr Kath Hirsh confirmed that the updated dates had been placed on the community notice board.

9.2. Standing Orders

It was **RESOLVED** to adopt the NALC updated Standing Orders with the following additions:

Continued inclusion of section 14 of the previous Standing Orders which related to Code of Conduct complaints against councillors

Inclusion of all Wrose Parish Council customisations made to the previous set of Standing Orders

Additional wording at 15 b xv to state that a request to the Chair of the Council to call an extraordinary meeting to consider planning items that had not been received in time to be included in the current agenda would only be made if requested by councillors and not done automatically.

9.3. Wrose Community Association – transfer of funds on dissolution

It was **NOTED** that Cllrs Kath Hirsh and Dave Jessop were both members of the Wrose Community Association and therefore following an outline by Cllr Kath Hirsh of the group's constitution and reasons for wanting to donate funds to the Parish Council they took no further part in the discussions and did not vote on the resolution.

It was **RESOLVED** to accept a donation of funds from Wrose Community Association on its dissolution and to use those funds for projects that were in line with the Association's constitution. These funds to be recorded as earmarked reserves in the accounts

10. (07/25) Council events, land, open spaces and utilities.

10.1. Play in the Park 25

It was **RESOLVED** to accept the offer of Sam Rafter from BMDC Youth Services to provide an Archery option at the Play in the Park events subject to receipt of the

necessary risk assessment and a copy of the public liability insurance³. **The Clerk** to inform Mr Rafter of this decision.

It was **NOTED** that **Cllr Alex Ross-Shaw** would create a poster that could be added to the website and used for local publicity and send this to the Clerk.

10.2. Wrose Fest 2025

It was **NOTED** that the Clerk had procured the advertising banner and payment was now due, but it had missed the deadline to be included on the July agenda. Given that the purchase had been previously approved, it was **RESOLVED** that the required payment could be set up by **the Clerk** on the banking system for authorisation by 2 councillors and would be shown as a previous payment in the August financial control pack.

It was **NOTED** that the high viz jackets had been temporarily mislaid.

It was **NOTED** that Cllr Gillian Thorne still had the orange and yellow flags from last year and could bring them to the event and that **the Clerk** would try to obtain circa 20 balloons for the event

It was **NOTED** that **Cllr Alex Ross-Shaw** was in discussion with several hot food providers and would notify the Clerk once it had been decided who should attend so an invoice could be issued and paperwork obtained.

It was **RESOLVED** to accept the offer of Sam Rafter for youth workers to attend the event to provide support for any young people attending and for **the Clerk** to confirm this to him.

10.3. Management of green spaces and planters in Wrose including:

10.3.1. Green space at Low Ash Road

It was **NOTED** that a resident had raised concerns with Cllr Susan Hinchliffe that they would prefer the space to be more formally maintained.

It was **NOTED** that the current contractor had advised that they were planning to contact their insurance provider about the description of cover provided.

It was **RESOLVED** that **the Clerk** should obtain a copy of the updated wording prior to commissioning additional work

10.3.2. Watering of barrier baskets and planters

No members of the press or public were present, so the contract values were able to be discussed at this point in the meeting.

The challenges of individuals trying to obtain and carry sufficient water to hydrate the planters and barrier baskets was discussed.

³ Mr Raftner had already confirmed that all staff provided would have been DBS checked.

It was **RESOLVED** to accept the quote by BMDC⁴ to take over the watering responsibilities with a preference for watering to take place once a week rather than the proposed 3 visits, although this would be accepted if BMDC would only take the work on this basis. **The Clerk** to investigate and procure the service.

It was **RESOLVED** to delegate a budget of up to £13 to the Clerk to provide water carriers to one of the volunteers if they wished to continue to support watering some of the barrier baskets.

10.4. Allotments

It was **NOTED** that Cllr Alex Ross-Shaw had meet with a potential contractor on site and would be reflecting on their ideas for the site.

11. (07/25) Finance

11.1. Payments. It was **RESOLVED** to approve the schedule of payments for July 2025 as listed below with the addition of the banner payment mentioned at 10.2.

It was **NOTED** that the payment to Bren Travis would not be made until after Wrose Live had taken place

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Ruth Thompson Clerk	Ink cartridges Replacement plant for Highfield (Remaining delegated plant budget prior to spend = 425-378.54 = £46.46)	£9.83	£58.99 <u>£6.50</u>
	Total		<u>£65.49</u>
Simply Print	Planter stickers	£3.00	£18.00
St Cuthbert's	Room Hire April, May and June		£90
Bren Travis	Reimbursement of Insurance costs. Invoice value £161, maximum payment of £125 agreed with parish council)		£125
Bren Travis	Music Director Fee (to be paid on event delivery)		£700

11.2. Direct debits or automatic payments

The following pre-approved payments made in June were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	Electric supply to All Alone Road 1 to 31 May 2025	£0.83	£16.83
BMDC	Payroll charge - May		£1197.58

⁴ Given the specialist equipment needed to carry water alternative suppliers had not been able to be identified.

BMDC	Annual Payroll service charge (Duplicate charge as paid on invoice amount. Clerk has requested refund)		£636
Unity Trust Bank	Account fee – 1 month		£6.00

11.3. Income received

The following income received in June was **NOTED**.

Paid from:	Description of goods/services:	Total Value
HMRC	VAT refund (to current account)	£1003.17
Unity Trust Bank	Interest (paid to savings account)	£492.76

11.4. Bank reconciliation

The bank reconciliation to 30 June 2025 (as evidenced by bank statements and ledger/cash book) was **NOTED**.

11.5. 25.26 budget

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

12. (07/25) Staffing Matters

12.1. The Clerk's hours:

The Clerk's hours in June were **NOTED**, including the 5 additional hours due to planting work.

13. (07/25) Confidential items

No members of the press or public had been present at item 10.3.2 so no items needed to be treated as confidential

14. (07/25) Next meeting

- 14.1. It was **RESOLVED** confirm the date, time and location of the next ordinary meeting of Wrose Parish Council as Thursday 14 August commencing at 7pm and to be held at St Cuthberts Church, 71 Wrose Road, Wrose BD2 1LN. It was **RESOLVED** to close the meeting at 8.58pm
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