



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 14 August 2025 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.
The meeting commenced at 7.04pm and ended at 8.50pm

Present:

Councillors: Jayne Allen, Susan Hinchcliffe (part) Kath Hirsh, Dave Jessop, and Alex Ross-Shaw.

Clerk: Ruth Thompson

Members of the public: 0 at start of meeting

1. (08/25) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting.

2. (08/25) Apologies

2.1. Apologies received.

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

3. (08/25) Declarations of Interest

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

4. (08/25) Public Participation

4.1. PCSO Report

No PCSO attended so no report was received for consideration.

It was **NOTED** that the Clerk had been advised that a PCSO would attend the meeting if they were available.

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

It was **NOTED** that the Clerk had, as requested, sent a letter to Mr R Hollinson at Bradford Metropolitan District Council (BMDC) with a copy to Cllr Alex Ross-Shaw, asking for drainage problems on Westfield Lane be fixed at the same time as the BMDC planned sewer work in the area.

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

It was **NOTED** that there had been complaints about trees in St Anthony's Gardens. Cllr Dave Jessop commented that the issue would need to be raised directly with Places for People who would then decide whether to undertake the work and if so, seek permission from BMDC

4.4. Open public participation session.

As no members of the public were present the public participation session did not take place.

5. **(08/25) Minutes**

5.1. It was **RESOLVED** to approve the minutes of the Ordinary meeting of Wrose Parish Council held on 10 July 2025, as a true and accurate record of that meeting.

6. **(08/25) Items of a confidential nature**

6.1. It was **NOTED** that no items of a confidential nature were on the current agenda

7. **(08/25) Grants**

7.1. Salts Tennis Club grant update

It was **NOTED** that only one child from Wrose has expressed interest in attending the Parish Council funded summer tennis camp. Unless more children apply, the event might not go ahead and the funds from Wrose Parish Council will not be required.

It was **RESOLVED** that **the Clerk** would suggest to Mr Dyer that, if there was interest in trying to run a camp next year, the grant application was made earlier so there was more time to work with the local schools to publicise the event.

8. **(08/25) Planning**

8.1. Planning applications received as listed below were considered

Given his portfolio role at BMDC, Cllr Alex Ross-Shaw took no part in the discussion and did not vote on the resolutions.

Reference	Address	Description	RESOLUTION
25/01464/HOU Response deadline 15 August. Extension requested	Grid Ref: 416339 436986 Location: 17 Thorn Close Shipley West Yorkshire BD18 1NH	Proposal: To build additional floor with dormers to front, side and rear of property, single storey rear extension. To rebuild the front elevation for a facade for a modern look. The property to have study, large family room, dining room with a	It was RESOLVED to object to the application on the grounds of overdevelopment of the site

		open hallway on the ground floor and the first floor to have 3 bedrooms a ensuite and bathroom. Grid Ref: 41	
25/02838/HOU Response deadline 27 August	Grid Ref: 417078 436851 Location: 448 Kings Road Bradford West Yorkshire BD2 1NB	Proposal: Single storey side and rear extension. Rear dormer window to be permitted development.	It was RESOLVED to make no comment on the application

9. (08/25) Wrose Parish Council

9.1. Implications of the new AGAR assertion 10 and work required to meet it.

It was **NOTED** that there will be a new requirement in the AGAR 25/26 documentation which will require councillors to state whether the Parish Council has complied with Data Protection, Freedom of Information and digital accessibility regulations. Evidence of compliance will also be required.

It was **NOTED** that the Clerk had commenced a review of work required to give councillors confidence that the Parish Council was complying with the regulations. Completing the required work might result in additional hours being worked by the Clerk. It was **RESOLVED** to approve the Clerk undertaking this work.

It was **NOTED** that a data cleanse of the allotment spreadsheet would be required. As the Parish Council does not hold email addresses for everyone on the spreadsheet, some individuals might need to be sent a letter to their home address. **Cllr Dave Jessop** offered to hand deliver these letters, providing they were in an envelope, to save postage costs.

It was **NOTED** that the Agar guidance recommended that councillors undertook some training to enable them to take an informed decision as to whether the Council was complying with the necessary regulations. It was **RESOLVED** that **the Clerk** would investigate what training might be available.

9.2. The Grievance Policy

It was **RESOLVED** to approve the updated Grievance Policy

9.3. The Health and Safety Policy

It was **RESOLVED** to approve the updated Health and Safety Policy, and it was **NOTED** that some additional risk assessments on council property might need to be undertaken by **the Clerk**.

10. (08/25) Council events, land, open spaces and utilities.

10.1. Play in the Park 25 events

It was **NOTED** that, due to bad weather, one event had been cancelled but that an alternative date was planned for Friday 15 August.

It was **NOTED** that the Clerk had received feedback from Sam Rafer that the events were going well and he hoped to provide some information on attendance numbers at the end of the events.

It was **RESOLVED** for **the Clerk** to ask the organisers if they could obtain any feedback comments from attendees.

10.2. Wrose Fest 2025

It was **NOTED** that the event appeared to have been well received with circa 75-100 people in attendance at any one time.

Following a discussion about stall fees and band refreshment costs it was **RESOLVED** to:

- Reduce the pitch cost for Mimis shakes and desserts from £30 to £20 given the size of her trailer
- Ask for a formal receipt for the payment by Cllr Alex Ross-Shaw for the band refreshments.

With **the Clerk** to action these resolutions.

It was **NOTED** that the Clerk had not yet been able to invoice Stanny's Caribbean food for their market stall as the Clerk did not have a contact email address for them and they had not returned her call. It was **NOTED** that **Cllr Alex Ross-Shaw** would contact them again to obtain this information.

It was **RESOLVED** that **the Clerk** would add a Wrose Live 26 planning item to the October meeting agenda. This should enable earlier booking of the food trailers to be done.

10.3. Christmas events.

Given the previous year's challenging weather conditions, it was **RESOLVED** not to hold an outdoor Christmas Market this year.

Following discussion, it was **RESOLVED** that councillors would research what Christmas activities were happening Wrose to see where the Parish Council might offer support. In particular:

- **Cllr Kath Hirsh** would:
 - Check with Cllr Liz Rowe whether Santa and his sleigh would be visiting Wrose
 - Speak to the Vicar at St Cuthberts to see what activities were being planned
- **Cllr Jayne Allen** would ask Wrose Chapel what activities were being planned.

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

10.4.1. Green space at Low Ash Road

It was **NOTED** that some residents appeared to prefer the green space at Low Ash Road to be maintained as a lawned area and had mown the area without consultation with the Parish Council. It was **RESOLVED** that **the Clerk** would check with the insurance company if the council would have any liability if individuals injured themselves undertaking this unauthorised work.

Given that the grass had been cut it was **RESOLVED** to put on hold further rewinding work in this area and for **the Clerk** to inform the appointed gardening contractors of this.

10.4.2. Barrier baskets and planters

It was **NOTED** that:

- The weekly watering of the planters by BMDC appeared to be working well and all the plants looked healthy.
- The purchase of an additional water carrier, which had previously been approved, was no longer required as the watering volunteer had decided to step down from the role. Cllr Dave Jessop advised that he had spare 3 litre milk cartons that could also be used if additional water carriers were wanted in the future.

10.4.3. Wrose Quarry Wetlands

Following a discussion about issues at the Wetlands it was **RESOLVED** that **Cllr Alex Ross-Shaw**, in his capacity of BMDC Ward Councillor, would speak to The Conservation Volunteers about information boards and resealing the pond areas.

10.5. Allotments

It was **NOTED** that Cllr Alex Ross-Shaw was reflecting on proposals provided by one potential contractor which might include a managed community garden space.

Cllr Susan Hinchcliffe arrived at 8.21pm

11. (08/25) Finance

11.1. August 2025 schedule of payments:

It was **RESOLVED** to approve the list of payments below, but not the payment for the Wrose Live balloons as the relevant invoice had not been included in the financial control pack. This item could be resubmitted for payment next month.

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Ruth Thompson Clerk	Replacement plants (remaining budget £46.46-£6.50 = £39.56) Printing paper		£7.99 £24.50

			<u>£3.52</u>
			<u>£36.01</u>

11.2. Payments made in July that were not on the July Schedule of payments, but which had been previously agreed

The following payments were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Bannerman	Promotional poster for Wrose Fest	£17.00	£102.00

11.3. Direct debits or automatic payments made in July

The following payments were **NOTED**:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	Electric supply to All Alone Road 1 to 30 June 2025	£0.71	£14.99
BMDC	Payroll charge - June		£1193.08
Unity Trust Bank	Account fee – 1 month		£6.00
ICO	Data protection registration fee		£47.00

11.4. Income received in July.

The following income was **NOTED**:

Paid from:	Description of goods/services:	Total Value
BMDC	Duplicate Annual Payroll service charge refund	£636.00

11.5. Bank Reconciliation

It was **RESOLVED** to accept the bank reconciliation to 31 July 2025 (as evidenced by bank statements and ledger/cash book)

11.6. 25.26 budget

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

Cllr Kath Hirsh shared information on the percentage of budgets spent to date and highlighted that the Parish Council could consider how to spend some of its reserves.

It was **RESOLVED** that **Cllr Alex Ross Shaw** would speak to BMDC Parks department for suggestions for play equipment that could be purchased by the Parish Council.

It was **NOTED** that some dedicated project management time would be required to progress the Allotments project.

THANKS WERE GIVEN for a £20,000 donation to Wrose Parish Council from Wrose Community Association. A cheque was given to **the Clerk** to bank.

12. (08/25) Staffing Matters

12.1. The Clerk's hours

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

12.2. The Clerk's holiday

The Clerk's planned holiday in September was **NOTED**. It was **RESOLVED** that Cllr Alex Ross-Shaw would take the September meeting minutes in the Clerk's absence.

13. (08/25) Confidential items

13.1. No items had been identified as confidential.

14. (08/25) Next meeting

14.1. It was **RESOLVED** to confirm the date, time and location of the next ordinary meeting of Wrose Parish Council as Thursday 11 September commencing at 7pm at St Cuthberts Church, 71 Wrose Road, BD2 1LN.
It was **RESOLVED** to close the meeting at 8.50pm
