



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 13 November 2025 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.
The meeting commenced at 7.06pm and ended at 9.08pm

Present:

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

Clerk: Ruth Thompson

Members of the public: None

1. (11/25) Chair's welcome and opening remarks.

The Chair opened the meeting and welcomed everyone.

2. (11/25) Apologies

2.1. None received.

3. (10/25) Declarations of Interest

3.1. None declared

4. (11/25) Public participation session

4.1. PCSO report

None provided.

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

NOTED: The Clerk continues to send invitations to request that the local police attend the meeting as their time permits

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

NOTED: The Neighbourhood Environmental Action Team (NEAT) will be visiting the Shipley constituency once per week to tackle a range of environmental issues and requests may be made for work to be done.

RESOLVED: Councillors to send any requests direct to Shipley Area Office with a cc to the Clerk

4.4. Open public participation session.

No items raised.

5. **(11/25) Minutes**

- 5.1. **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 9 October 2025, as a true and accurate record of that meeting.

6. **(11/25) Items of a confidential nature**

NOTED: Quote values would be considered commercially confidential

RESOLVED: To consider the approach to these items once they were reached in the agenda and to see if any members of the public are present at that point in the meeting.

7. **(11/25) Grants**

- 7.1. Further amendment to the use of a grant provided to Wrose Carnival

RESOLVED: To accept a change in use of the grant provided to Wrose Carnival in 2024 to include payment for racking.

- 7.2. Amendments to the request made by Wrose Runners

NOTED: Wrose Runners have now obtained commercial sponsorship for running vests so no longer require Wrose Parish Council to fund these.

RESOLVED: That Wrose Runners could submit an alternative request for support to the parish council to consider and the **Clerk** to notify the group of this.

8. **(11/25) Planning**

- 8.1. Planning applications received

Due to his programme role at Bradford Metropolitan District Council (BMDC), Cllr Alex Ross-Shaw took no part in considering planning applications.

RESOLVED to make no comment on the following application:

Reference	Address	Description
25/03772/HOU Response deadline 24 October. Deadline extension requested	Grid Ref: 416339 436986 Location: 17 Thorn Close Shipley West Yorkshire BD18 1NH	Proposal: Single storey front and rear extension

9. (11/25) Wrose Parish Council

9.1. Biodiversity policy

RESOLVED: To approve the updated Biodiversity policy

9.2. Asset Register

RESOLVED:

To approve the updated Asset Register to show the new HP printer and the disposal of the previous one.

Cllr Kath Hirsh to confirm with the Clerk how many Tommy signs remain after being displayed on lampposts.

Cllr Gillian Thorne to confirm with the Clerk how many high viz vests remain after their last use.

NOTED: That the insurance company has been notified of the change in printer and confirmed that no change in insurance premium is required.

9.3. Meeting action point list

RESOLVED: To close action points relating to weeding of Claremont tree pit and the sending of a card to Martyn's family.

9.4. The appointment of an internal auditor for the financial year ending March 2026

As no adult members of the public were present the consideration of quotes took place without any exclusions.

It was **RESOLVED** to appoint **IAS** as internal auditor for Wrose Parish Council for the financial year ending March 2026.

10. (11/25) Council events, land, open spaces and utilities.

10.1. Light inspections

NOTED: All Alone road street light inspections completed by Cllr Dave Jessop with no maintenance work required at the current time.

10.2. The storage and testing of Christmas lights for the year ending December 2026.

As no adult members of the public were present the consideration of quotes took place without any exclusions.

RESOLVED: To accept a quote provided by BMDC for the storage and testing of Christmas lights for the year ending December 2026 and not to obtain additional quotes as the lights are to be placed on BMDC infrastructure and the parish council wants to work in partnership with them.

10.3. Christmas activities in Wrose

NOTED:

Age UK are not hosting a Christmas event this year; however, a Christmas sleigh will be visiting several community venues.

Carol singing will take place outside the Wrose Bull in Saturday 13th December at 5.30pm.

The Wrose Parish Christmas Lights are to be installed on 19th November with switch-on on 1 December.

RESOLVED:

Cllr Susan Hinchcliffe no longer needs to try to source a person to do a craft session at Age UK and this action point can be closed.

The Clerk to advise the contractor to set the Christmas lights to be on at 7am to 9am and 3.30pm to 10pm.

10.4. Play in the Park

NOTED: The complaint raised to BMDC by a member of the public about the Summer 2025 event has now been closed by BMDC. However, due to data protection considerations the outcome of the complaint has not been shared with Wrose Parish Council.

Councillors reviewed proposals from Play Bradford for an alternative play offering for 2026.

RESOLVED: To wait for the arrival of Cllr Susan Hinchcliffe to discuss further

10.5. Management of green spaces and planters in Wrose

NOTED: that

The Winter planting in the planters outside Age UK had recently taken place.

The fallen branch on Low Ash Green space had been cut up and made into habitat piles.

RESOLVED: That the habitat piles on Low Ash green space be retained and that there was no requirement to find someone to move them.

10.6. Updates on the provision of allotments

NOTED:

Cllr Alex Ross-Shaw is liaising with BMDC procurement department who are happy to provide help and guidance on the allotment/community garden set up procurement process.

Cllr Alex Ross-Shaw is liaising with a potential supplier in relation to the creation of a Master plan that could form the basis of a tender process.

An audit of the allotment waiting list is currently being undertaken and Cllr Dave Jessop will be delivery letters to those on the allotment waiting list that did not provide an email address. Individuals who do not confirm that they wish to remain on the list will be removed from it.

10.7. Play equipment.

Cllr Alex Ross-Shaw presented some ideas for play equipment which could be purchased by Wrose Parish Council and then maintained and insurance by BMDC.

RESOLVED: To undertake some public consultation on what play equipment would be most valued by Wrose residents via an item on the Wrose and Windhill Facebook page. **Cllr Alex Ross-Shaw** to action.

10.8. Wrose Fest 2026

NOTED: Cllr Alex Ross-Shaw is awaiting a response from a potential food trader for the event.

11. (11/25) Finance

11.1. Schedule of payments for November 2025

RESOLVED: to approve the following payments

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Ruth Thompson - Clerk	Plants and feed for planters and barrier baskets (Delegated budget £300)		£19.94
	Printer (delegated budget £300)		<u>£259.99</u>
	Total		<u>£279.93</u>

NOTED: That the Parkinson Partnership had advised that since the name of the Clerk was on the printer invoice together with the registered office this would be sufficient for a VAT claim to be made.

Cllr Susan Hincliffe arrived at 8.09pm

11.2. Direct debits or automatic payments made in October

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 September 2025	£0.97	£20.32

BMDC	Payroll charge - September		£1,434.23
Unity Trust Bank	Account fee – 1 month		£6.00

11.3. Payment for watering services

NOTED: the approved (October) payment for watering services was not paid by bank transfer but will now be collected by direct debit in November

11.4. BMDC accounting.

NOTED. Where BMDC have accounts that have both direct debits and manual payments on them, all payments are initially set up as direct debits and then those that are to be paid by invoice have the direct debit instruction removed. This means that if the manual adjustment is not done correctly, an invoice and a direct debit instruction might be issued.

RESOLVED. To make no change to the standard approach to payments to BMDC but to keep under review how many times Wrose Parish Council is incorrectly issued with both an invoice and a direct debit instruction for the same item.

11.5. Income Received

NOTED: no income received in October 2025

11.6. Bank reconciliation.

RESOLVED: To approve the bank reconciliation to 31 October 2025 (as evidenced by bank statements and ledger/cash book)

11.7. Budgets

NOTED: Budget situation to date and first draft of the 2026/27 budget

Councillors discussed work to be done on the 2026/27 budget in readiness for setting the precept.

RESOLVED:

Estimated allotment maintenance and services costs to be added to the draft budget.

Councillors to send any project ideas and costings to Cllr Kath Hirsh by 30th November for her to prepare an updated budget for consideration at the December meeting.

Councillors **RESOLVED** to hold further discussions on Play in the Park 2026 now that Cllr Susan Hinchcliffe was present.

RESOLVED for the **Clerk** to investigate if Play Bradford could run a trail event near Highcroft Youth Centre during the May 2026 bank holiday week.

8.33pm: Cllr Alex Ross-Shaw and Cllr Gillian Thorne left the meeting
8.34pm: Cllr Gillian Thorne returned to the meeting

RESOLVED: For Councillor Hinchcliffe to act as Chair for the remainder of the meeting.

12. (11/25) Staffing Matters

12.1. The Clerk's hours

NOTED: Clerk's October hours

12.2. Carry forward of holiday/additional hours from 2025

RESOLVED: To approve the carry forward of the Clerk's unused holiday hours and additional hours worked from 2025 into 2026 with a mid-year holiday balance review to take place in 2026.

12.3. Increase in the Clerk's hours from 1 January 2026

RESOLVED to renew the temporarily increase the Clerk's hours from 1 January 2026 from the standard 500 per year to 530 per year. This accounts for extra work on planting and maintaining planters and barrier baskets, as well as additional hours worked in 2025 to be carried forward. The increase will be allocated as an extra 2 hours per month, except in April, May, and June, when it will be 4 hours per month."

12.4. The Clerk's salary spine point.

RESOLVED to approve a one-point increase in the Clerk's spine point effective from 1 January 2026.

13. (11/25) Confidential items

13.1. No adult members of the public were present at the meeting so confidential items were able to be considered under their original agenda item placement.

14. (11/25) Next meeting

14.1. **RESOLVED** to confirm the date, time and location of the next ordinary meeting of Wrose Parish Council as Thursday 11 December 2025 commencing at 7pm at St Cuthberts Church, Wrose, BD2 1LN.

RESOLVED to close the meeting at 9.08pm
