



WROSE

PARISH COUNCIL

Highcroft Youth Centre,
Snowden Road, Shipley,
Bradford BD18 1JD
clerk@wroseparishcouncil.gov.uk

Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 9 October 2025 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.
The meeting commenced at 7.00pm and ended at 8.59pm

Present:

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

Clerk: Ruth Thompson

Members of the public: 1 at start of meeting

1. (10 /25) Chair's welcome and opening remarks.

The Chair opened the meeting and welcomed parish councillors.

2. (10/25) Apologies

2.1. Apologies received.

NOTED: Apologies had been received from Cllr Jayne Allen

2.2. Acceptance of Reasons for Absence

RESOLVED: That the reason for absence provided by Cllr Jayne Allen be accepted.

7.02pm. Arrival of Cllr Kath Hirsh

3. (10/25) Declarations of Interest

3.1. Interests to be declared.

NOTED: In relation to item 7 (Grants): Cllr Kath Hirsh is part of the management team of Wrose Dementia Friendly Group.

3.2. Approval of any dispensation requests received.

None received.

4. (10/25) 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 has received a reply from Bradford Metropolitan District Council confirming that they will ensure gully cleaning is done on Westfield Lane and review the road camber to deal with any water pooling. However, they advised that sewage work would be the responsibility of Yorkshire Water.

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

None raised

4.4. Open public participation session.

No items raised

5. (10/25) Minutes

5.1. **RESOLVED** to approve the minutes of the Ordinary meeting of Wrose Parish Council held on 11 September 2025, as a true and accurate record of that meeting.

6. (10/25) Items of a confidential nature

6.1. **NOTED:** Quote values to be treated as confidential and would be considered once the public had left the meeting due to commercial confidentiality

7. (10/25) Grants

7.1. Grant requests:

7.1.1. Bradford North Junior Football Club.

RESOLVED to award a grant of £500 subject to the standard Parish Council grant conditions being met and a request that the group maintained a high standard of conduct in the park. The **Clerk** to inform the group.

7.1.2. Wrose Dementia Friendly Group.

RESOLVED to award a grant of £500 subject to the standard Parish Council grant conditions. The **Clerk** to inform the group

Cllr Kath Hirsh did not vote on this resolution given her involvement with the group.

7.2. Grant change of use.

RESOLVED

- to allow Wrose Carnival to change the use of grant funding awarded in 2024 to repairs to a storage container rather than purchase of a container.
- to request Wrose Carnival sends a copy of a bank account statement showing payments for grant spending in 2025 as they have advised that only invoices (but not receipts) can be provided as evidence of spend. The **Clerk** to action.

7.3. Other support requests

RESOLVED: to purchase a set of reflective vests and donate them to Wrose Runners. A budget of between £100 and £150 to be delegated to the Clerk with the objective of purchasing 10 vests which would incorporate the Wrose Parish Council logo. With the Clerk being given discretion to vary the amount purchased or inclusion of the logo depending on costs. The **Clerk** to action

8. (10/25) Planning

Due to his portfolio role at BMDC, Cllr Alex Ross-Shaw took no part in the planning items 8.1 and 8.2

8.1. **RESOLVED:** to make no comment on the following appeal:

Reference	Address	Description
24/04693/FUL 25/00093/APPFL2 18 Sept 2025 (Response deadline 5 weeks from this date)	43 Cotswold Avenue Shipley West Yorkshire BD18 1LS	Proposal: Extension and conversion of existing garage to form dwelling

8.2. **RESOLVED** to make no comment on the following planning applications received

Reference	Address	Description
25/02092/HOU Response deadline. 1 October Deadline extension requested	Grid Ref: 416431 437066 Location: 7 High Ash Shipley West Yorkshire BD18 1NA	Proposal: Single storey side and rear extension
25/02893/FUL Response deadline. 7 October Deadline extension requested	Grid Ref: 416308 437328 Location: 28 West View Avenue Shipley West Yorkshire BD18 1NG	Proposal: Single storey rear extension to lower ground floor to create self-contained annexe. Loft conversion including front and rear dormer windows and internal alterations.

9. (10/25) Wrose Parish Council

9.1. Insurance renewal quotes and immediate payment of the selected quote.

NOTED: Alternative suppliers had failed to provide quotes despite frequent assurances that they would.

RESOLVED: To renew with the current provider given the quote was considered to represent value for money, there was a preference for continuity with the insurance provider, and the premium falls due prior to the next meeting. Payment to be made immediately. The **Clerk** to action.

NOTED: the new phone has been included in the list of insured assets at no extra cost.

9.2. Parish Council's domain name.

RESOLVED to review for a period of 10 years. The **Clerk** to action.

9.3. IT policy

RESOLVED to adopt the updated IT policy

7.32pm Arrival of Cllr Susan Hinchcliffe.

9.4. Councillor data protection training

RESOLVED: Councillors to receive a slide pack containing information about data protection for review individually. This will then be followed by a practical group session exploring what the implications of this legislation means for the day-to-day practices of councillors. The practical session to be held early in 2026. **Action:** The **Clerk** to provide slide pack to councillors and date to be agreed.

*Due to the early departure of Cllr Alex Ross-Shaw it was **RESOLVED** to consider the following items prior to his departure*

Agenda Item 10.6. Allotments

NOTED:

- BMDC had confirmed with Cllr Alex-Ross Shaw that the land at Haslam Road could be used for either, or a combination of both, allotments and community gardens
- **Cllr Alex Ross-Shaw** will be requesting advice from BMDC on procurement processes to develop the site and requesting a quote from Sponge Tree for the creation of a master plan for the site that could be used as the starting point for a tendering process.

RESOLVED: Cllr Alex Ross-Shaw to review the proposed allotment waiting list data audit letter. in light of a potential change of the development of the site to include a community garden, and provide updated letter to Clerk

Agenda Item 10.8 Wrose Live

RESOLVED

- To hold Wrose Live 2026 on Saturday 26 July 2026 and to rebook the current Music Director. Additional MD quotes will not be sourced given the current quote is believed to offer good value for money and retaining the same MD allows the Parish Council to benefit from their existing knowledge of the event set up.
Action: The Clerk to inform the MD and issue a Purchase Order
- **Cllr Alex Ross-Shaw** to contact food providers to see who might be interested in attending

Agenda Item 10.2 Remembrance activities

RESOLVED to put up Tommy Signs in Wrose on Saturday 1 November 2026 and for volunteers to meet at 11.30am outside the Wrose Bull.

Item 10.5.2 Rehome a model butterfly

RESOLVED To order one butterfly for use by Wrose Parish Council and **the Clerk** to contact Cllr Jayne Allen to determine if she would like the Clerk to order one on her behalf for Wrose green.

Agenda Item 10.5.1 Management of Green spaces

RESOLVED:

- that, by agreement, additional hours would be given to the Clerk to take on responsibility for ongoing maintenance of the barrier baskets and planters sponsored by Wrose Parish Council.
- to delegate a budget of £300 to the Clerk for Autumn and Winter planting, compost and feed of the barrier baskets and planters. This budget can be spent at intervals over the Autumn and Winter planting period.

NOTED: That Cllr Dave Jessop had offered to tidy up the planter at the end of Westfield Lane.

7.52pm. Departure of Cllr Alex Ross-Shaw

*It was **RESOLVED** that Cllr Susan Hinchcliffe would Chair the remainder of the meeting*

9.5. Provision of YLCA information service and the withdrawal of Clerk updates

RESOLVED: That **the Clerk** will continue to forward on YLCA updates and Councillors would not sign up to these individually.

9.6. Nominations for representatives negotiating the Charter, Planning Protocol review.

RESOLVED: No representatives to be provided.

9.7. Parish Council's Vision and Goals.

RESOLVED The Parish Council's Vision and Goals remained valid and could be used as the basis for the initial draft of the 26.27 budget.

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

10.1. Play in the Park

NOTED: No feedback on the complaint made to BMDC by a parent has been received to date.

RESOLVED:

- To ask BMDC how they will specifically cater for children with SEN if booked to deliver play events in 2026. The **Clerk** to action
- To obtain an alternative quote from Play Bradford. The **Clerk** to action

10.2. Remembrance activities in Wrose

Considered in part earlier in the meeting see item 9.4.

NOTED:

- Individual soldier plaques are to be displayed in the window of Age UK
- **Cllr Gillian Thorne** to deliver large Tommy sign to Age UK for display.

10.3. Christmas activities in Wrose

Considered in part earlier in the meeting see item 9.4.

NOTED: Age UK will be hosting a Christmas event on Saturday 13 December to include a visit by Santa (but not a sleigh) and children's face painting.

RESOLVED: **Cllr Susan Hinchcliffe** to investigate who might be able to offer a children's craft session, such as making Christmas crackers.

10.4. Christmas lights switch

RESOLVED:

- The quote for installation and deinstallation to be considered at the end of the meeting after members of the public had left.
- The lights should be switched on 1 December 2025. However, there would be no formal switch on ceremony. The **Clerk** to advise the selected contractors of the required date
- Additional lights would not be purchased for display in December 25 but whether they should be purchased for display in December 26 would be discussed as part of the 25.27 budgeting process.

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

10.5.1. The ongoing management of planters and barrier baskets

Considered earlier in the meeting – See item 9.4

10.5.2. Involvement in Rehome a Wild Uplands butterfly! | Bradford 2025

Considered earlier in the meeting – See item 9.4

10.6. Provision of allotments

Considered earlier in the meeting – see item 9.4

10.7. Updates from BMDC Parks Team on play equipment

RESOLVED to carry the item forward until Cllr Alex Ross-Shaw was available to provide updates

10.8. Wrose Live 2026

Considered earlier in the meeting – see item 9.4

11. (10/25) Finance

11.1. Schedule of payments for October 2025

RESOLVED to approve the schedule of payments as listed below

NOTED:

- BMDC has provided both an invoice and a direct debit instruction for the payment of watering services and **the Clerk** would investigate which method of payment should be used.

- BMDC has sent a credit note for watering services to a member of the public who used to be part of the Parish Council. The **Clerk** will investigate further how this links to the payments to be made.

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
BMDC	Play in Park Event	£0	£3850.00
BMDC	Watering summer bedding	£0	£634.00
St Cuthberts	Room hires: July Aug Sept	£0	£90
Alex Ross-Shaw	Clerk's phone costs June, July, August, Sept each at £6		£24
Ruth Thompson Clerk	Phone case and screen protector Stamp for invoice to Stanny's Caribbean	£0	£20.00 <u>£1.70</u> <u>£21.70</u>

11.2. Expense self-certification¹

RESOLVED to approve a self-certificate from Councillor Alex Ross-Shaw as evidence of £22.50 spent on band refreshments at Wrose Live and approve immediate payment.

11.3. Direct debits or automatic payments made in September

The following payments **NOTED**.

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	Electric supply to All Alone Road 1 to 31 August 2025	£0.88	£18.38
BMDC	Payroll charge - August	£0	£1,193.08
Unity Trust Bank	Account fee – 1 month	£0	£6.00

11.4. Bank interest payment of **£516.55** received in September **NOTED**.

11.5. Bank reconciliation to 30 September 2025 (as evidenced by bank statements and ledger/cash book) **NOTED**.

11.6. 25.26 Budget situation to date **NOTED**

11.7. Salary budget for 26.27

¹ Certificate to be provided direct to meeting by Councillor Alex Ross-Shaw
WPC Minutes– 9 October 2025 –V1.0 – Approved

RESOLVED to increase the salary budget for 26.27 by £1,000. to fund staff costs for: cost of living increase, spine point increase, additional hours for planter maintenance work

11.8. Missing donation cheque.

NOTED: The donation cheque from Wrose Community Association has been lost in the post and Unity Trust Bank has advised that it should be cancelled and reissued.

RESOLVED:

- **Cllr Kath Hirsh** will liaise with Wrose Community Association to see if they are willing to reissue the cheque. If a cheque is reissued **the Clerk** will personally visit a branch of Nat West (Branches are still open in Leeds and Bradford but no longer in Shipley) to pay the cheque in.
- **The Clerk** will write to Unity Trust Bank and Virgin Bank to confirm that the cheque is missing and should no longer be presented if it appears.

12. (10/25) Staffing Matters

12.1. The Clerk's hours in September 2025 were **NOTED**

13. (10/25) Confidential items

These items were considered after item 14 once members of the public had departed.

14. (10/25) Next meeting

14.1. It was **RESOLVED** that the date, time and location of the next ordinary meeting of Wrose Parish Council would be on Thursday 13 November 2025 commencing at 7pm and held at St Cuthberts, Wrose, BD2 1LN.

Members of the public left the meeting.

14.2. **RESOLVED** to approve the installation and deinstallation of Christmas lights quote and not to obtain additional quotes as the supplier is BMDC's approved partner and the lights are to be installed on BMDC property.

14.3. **RESOLVED** to close the meeting at 8.59pm
