



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 8 January 2026 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.

The meeting commenced at 7.05pm and ended at 8.10pm

Present:

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

Clerk: Ruth Thompson

Members of the public: 1 joined part way through the meeting

1. (01/26) Chair's welcome and opening remarks.

Cllr Alex Ross-Shaw welcomed everyone to the meeting

2. (01/26) Apologies

2.1. None

3. (01/26) Declarations of Interest

3.1. None declared

4. (01/26) Public participation session

4.1. PCSO report

None provided.

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

None provided (no outstanding actions other than PCSO attendance requested)

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

Cllr Dave Jessop raised the issue of additional gritting needs in Wrose.

It was **RESOLVED** that **Cllr Dave Jessop** would provide **Cllr Alex Ross-Shaw**, in his capacity as a Bradford Metropolitan District Councillor (BMDC) with a map

showing roads in Wrose that would benefit from being added to the BMDC gritting routes.

4.4. Open public participation session.

No items raised.

5. (01/26) Minutes

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

6. (01/26) Items of a confidential nature

6.1. No items were considered confidential.

7. (01/26) Grants

7.1. It was **NOTED** that:

- Wrose Runners had now been sent the agreed running lights and hats
- Salts Tennis Club had expressed interest in applying for a grant

8. (01/26) Finance

8.1. It was **RESOLVED** to approve the schedule of payments for January 2026 as listed below:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Ruth Thompson	Plants	£6.65	£39.87
		£4.25	<u>£25.54</u>
			<u>£65.41</u>
	Printing paper		<u>£4.75</u>
	Items for Wrose Runners		
	5 light bands ¹		
	8 Hats	£7.50	£44.95
	3 light bands	£4.73	£28.38
		£5.34	<u>£31.96</u>
			<u>£105.29</u>
	Total		<u><u>£175.45</u></u>
St Cuthberts	Room hires: October, November and December		£90.00
Alex Ross-Shaw	Clerk's phone: October, November and December	£3	£18.00

¹ Supplier would only allow 5 to be purchased at any one time.

8.2. The following direct debits or automatic payments made in December were **NOTED**.

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
Yu Energy	Electric supply to All Alone Road 1 to 30 November 2025	£1.19	£25.06
BMDC	Payroll charge – November		£1,233.27
BMDC	Payroll Charge – December? Awaiting confirmation from BMDC		£1,233.27
Unity Trust Bank	Account fee – 1 month		£6.00

8.3. Income

£491.72 of bank interest income received in December was **NOTED**.

Cllr Kath Hirsh arrived at the meeting at 7.12pm

8.4. Bank reconciliations

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

8.5. The 25.26 budget

The budget situation to date was **NOTED**

Cllr Susan Hinchcliffe arrived at the meeting at 7.15pm

8.6. The budget and precept for financial year 26.27

A discussion was held on the 26.27 budget including the work that the Parish Council might undertake and how this would be funded.

It was **NOTED** that there had been a decrease in the Wrose tax base from last year.

It was **RESOLVED** to increase the precept by £1.50 per band D household from £17 to £18.50.

Cllr Alex Ross-Shaw, as Chair, signed the precept form to be sent by the **Clerk** to BMDC.

9. (01/26) Planning

9.1. No applications received to consider

Due to concerns over potential deterioration of weather conditions it was **RESOLVED** to consider **items 11.2, 11.4, 11.1** at this point in the meeting.

11.2 Amendments to the payroll service agreement

It was **NOTED** that the payroll provider (BMDC) wished to move away from monthly, in arrears, direct debit payments for payroll services to current month bacs transfer payments. With payments being made within 5 working days of invoice issue, otherwise interest charges for late payments would be made.

How to manage this new process was discussed

It was **RESOLVED** to allow the Clerk to set up the payment on the banking system on receipt of the payroll invoice. The Clerk will then send the invoice to the approving councillors who will review and authorise payment. The payment will be noted on the next financial control pack. **The Clerk** to review if any changes to the financial regulations are required to implement this new process.

It was **NOTED** that, given the Clerk works part time and councillors do not necessarily review their emails daily, interest charges for late payment might sometimes be incurred. These are currently 28p per day.

It was **RESOLVED** that the Clerk could sign off the variation to payroll contract that had been issued by BMDC to agree to the change in payment dates and method of payment.

A short discussion took place on other financial changes that BMDC were introducing as efficiency savings. It was **NOTED** that the precept might now be paid in two instalments rather than in one at the start of the financial year.

11.3 Changes to the Bank Mandate

Papers to remove former Councillor Jayne Allen from the bank mandate were signed by Cllrs Gillian Thorne and Kath Hirsh and will be submitted to the bank by the Clerk.

It was **RESOLVED** to give the Clerk single level authority to make internal transfers between the Parish Council's bank accounts (but the process for external payments will continue to need authorisation by 2 councillors). A letter to the bank to achieve this was signed by Cllrs Gillian Thorne and Kath Hirsh. **The Clerk** to review if any changes to the financial regulations are required to implement this new process

It was **RESOLVED** to add Cllr Susan Hincliffe to the Bank Mandate

11.1 Councillor vacancy

It was **NOTED** that no request had been made to call an election to fill the recent councillor vacancy.

A short discussion was held on the best way to attract candidates to fill the vacancy.

10. (01/25) Council events, land, open spaces and utilities

10.1. Christmas lights

It was **NOTED** that the string lights near Towngate were not working and were not repairable

It was **RESOLVED** for the Clerk to obtain replacement and installation quotes.

It was **NOTED** that the light installation contractor had thought that the faulty light timer, that had been reported by Cllr Dave Jessop, was not on column 47 but on one of the next columns and they had replaced it without seeking prior approval. Cllr Dave Jessop confirmed that the faulty timer had been on column 47.

It was **RESOLVED** for **the Clerk** to ask the contractor to take down the lights as early in the evening as possible to try to minimise disruption to residents.

10.2. Christmas lights storage quote from BMDC

It was **NOTED** that BMDC had made an error in the quote provided and councillors were asked to consider an updated quote.

It was **RESOLVED** to accept the updated quote and for **the Clerk** to reissue the purchase order on this basis.

10.3. Play events for Summer 2026 and confirmation of provisional bookings following consideration of precept.

It was **NOTED** that Play Bradford were considering the quote request to put on a trial event near Highcroft Youth Centre and would be providing a quote in due course.

Following confirmation of the precept amount it was **RESOLVED** that the Clerk could now issue the Purchase Order for the Play in the Park events to take place in Claremont Park with the BMDC Play Service.

10.4. Management of green spaces and planters in Wrose

No updates at the current time

10.5. Allotment provision.

A short discussion was held on how to undertake the necessary work to establish and support the allotments/community garden project. It was **NOTED** that Cllr Alex Ross-Shaw had been in discussions with the procurement manager at BMDC for advice on the best way forward.

It was **RESOLVED** that Cllr Alex Ross-Shaw would draft a Vision statement for the project which would be circulated to councillors for review. Once agreed, this could form the basis for a tender exercise with contractors submitting a proposed **master** plan and delivery journey.

10.6. Play equipment funded from CIL receipts

It was **RESOLVED** to postpone consideration of this item until the next meeting.

10.7. Wrose Fest 2026

It was **NOTED** that the Music Director had commenced booking acts for the event and that use of a stage had been offered free of charge.

11. (01/26) Wrose Parish Council

11.1. Councillor vacancy – Considered earlier in the meeting

11.2. Payroll service agreement – Considered earlier in the meeting

11.3. Changes to the bank mandate – Considered earlier in the meeting

11.4. Data protection workshop

It was **RESOLVED** to postpone consideration of this item until the next meeting

11.5. Draft expense policy

It was **RESOLVED** to postpone consideration of this item until the next meeting

11.6. Grant policy

It was **RESOLVED** to postpone consideration of this item until the next meeting

12. (01/26) Staffing Matters

12.1. Clerk's hours in December 2025

This item was not considered

13. (01/26) Confidential items

13.1. No items were considered confidential.

14. (01/26) Next meeting

14.1. Date, time and location of the next ordinary meeting of Wrose Parish Council. This item was not considered. It was **RESOLVED** to close the meeting at 8.10pm.
