



# WROSE PARISH COUNCIL

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

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## **Minutes of the Full Council Meeting of Wrose Parish Council**

Held on Thursday 12 March 2026 at St Cuthberts Church, 71 Wrose Road, BD2 1LN.  
The meeting commenced at 7.00pm and ended at 9.17pm

### **Present:**

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

Clerk: Ruth Thompson

Guests Sergeant S Brown

Members of the public: None at start of meeting

### **1. (03/26) Chair's welcome and opening remarks.**

Cllr Alex Ross-Shaw welcomed everyone to the meeting with a particular welcome to Sergeant Brown.

### **2. (03/26) Apologies**

2.1. None received

### **3. (03/26) Declarations of Interest**

3.1. None declared

### **4. (03/26) Public participation session**

4.1. PCSO report

Sergeant Brown introduced himself to the meeting. He then provided information on the police team and crime statistics for Wrose<sup>1</sup>

*Cllr Kath Hirsh arrived at 7.07pm*

A discussion was held regarding the challenges posed by irresponsible and illegal driving of off-road bikes and e-scooters in the area

*Cllr Susan Hinchcliffe arrived at 7.16pm*

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<sup>1</sup> Wrose is currently a low crime area

A discussion was held about the misrepresentation of crime in the area, which sometimes occurs on community Facebook groups

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

It was **NOTED** that Cllr Dave Jessop had met with a BMDC<sup>2</sup> officer to review the water leakage issue on Westview Avenue

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 members of the public were present to raise any issues.

**5. (03/26) Minutes**

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 12 February 2026, as a true and accurate record of that meeting.

**6. (03/26) Items of a confidential nature**

6.1. It was **NOTED** that quote values would be considered commercially confidential. However, unless members of the public arrived, these items could be considered at their allocated place within the agenda.

**7. (03/26) Grants**

7.1. Grant requests submitted and updates on grants provided including:

7.1.1. Salts Tennis Club

It was **RESOLVED** to approve a grant of up to £500 to Salts Tennis Club to fund summer tennis coaching for children living in the Wrose Parish. The actual payment would be dependent on how many children from Wrose attended the sessions.

It was **RESOLVED** that **the Clerk** would advise the club that children attending Blake Hill and Swain House schools might also live in Wrose and could therefore be considered for the coaching opportunities.

It was **NOTED** that Cllr Alex Ross-Shaw was not aware of any local music group seeking funding.

Dementia Friendly Group

It was **NOTED** that approximately three quarters of the grant awarded to the Wrose Dementia Friendly Group had now been spent. Cllr Kath Hirsh gave the Clerk a copy of the invoices/receipts for the grant spend to date.

It was **RESOLVED** that **the Clerk** would post an item to the website highlighting that the grant had been awarded to the group.

Wrose Carnival

It was **NOTED** that Wrose Carnival would not take place in 2026, so a grant application was unlikely.

## 8. (03/26) Finance

### 8.1. March schedule of payments

It was **RESOLVED** to approve the following payments:

Paid to:	Description of goods/services:	Reclaimable Vat	Total Value
SLCC	Membership	None charged	£200
Alex Ross-Shaw	Clerk's phone charges Jan and February at £6 each	£2	£12
YLCA	Canva training – part 1 for the Clerk	None charged	£35.00

### 8.2. Direct debits or automatic payments made in February

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 31 Jan 2026	£1.28	£26.84
Unity Trust Bank	Account fee – 1 month	None charged	£6.00

8.3. **February<sup>3</sup> payroll costs of £1,320.23** (paid by BACS transfer in February) were **NOTED**

8.4. **£0** income received in February was **NOTED**

8.5. **£2,000** transferred from the savings account to the current account in February was **NOTED**.

8.6. It was **RESOLVED** to approve the bank reconciliation to 28 February 2026 (as evidenced by bank statements and ledger/cash book)

### 8.7. Budgets

<sup>3</sup> January payroll costs of £1,316.94 are due to be paid by direct debit on 3 March after which all payroll payments will be made by bank transfer.

The budget situation to date was **NOTED**

It was **RESOLVED** to consider updates to the 2026/2027 budget at the April meeting

## 9. (03/26) Planning

### 9.1. Planning applications received

*Due to his portfolio role at Bradford Metropolitan District Council, Cllr Alex Ross-Shaw took no part on the planning application decisions.*

The following applications were considered:

Reference	Address	Description	<b>RESOLVED</b>
26/00217/FUL Response deadline 12 March 2026. Extension requested.	Grid Ref: 415871 436992 Location: 1-9 St Anthonys Gardens Wrose Road Shipley West Yorkshire BD18 1L	Proposal: Replacement of existing windows and doors	To support the application and noted that the parish council hoped the windows could be changed as soon as possible
26/00383/FUL Response deadline 18 March 2026	Grid Ref: 416257 436950 Location: Masjid Ayesha 1 Thornacre Road Shipley West Yorkshire BD18 1JY	Proposal: Single storey rear extension, side porch and single storey outbuilding	To make no comment
26/00512/HOU Response deadline 18 March 2026	Grid Ref: 417171 436639 Location: 7 Willow Crescent Bradford West Yorkshire BD2 1LR	Proposal: Demolition of garage and construction of rear annex	To make no comment
26/00318/HOU Response deadline 24 March	Grid Ref: 416459 436444 Location: 115 Ridgeway Shipley West Yorkshire BD18 1PJ	Proposal: Double garage and dropped kerb	To make no comment
26/00431/HOU Response deadline 25 March	Grid Ref: 416891 436413 Location: 30 Finsbury Drive Bradford West Yorkshire BD2 1QA	Proposal: Two storey residential annex (Retrospective)	To make no comment

## 10. (03/26) Council events, land, open spaces and utilities.

### 10.1. Christmas string lights replacement quote.

It was **RESOLVED** to use the quote for budgeting purposes and not to make a purchase at the current time but to consider this later in the year in preparation for the Christmas light switch-on.

A discussion was then held about whether the lights should be turned on at times other than Christmas and whether additional trees should have string lights added to them.

It was **RESOLVED** that the **Clerk** would ask the light installation team what the options were for additional lighting, how the power for the illuminations could be provided and if they could be put up earlier in the year.

#### 10.2. Management of green spaces and planters in Wrose

A discussion was held on the inspection requirements for trees on land owned by the Parish Council on Low Ash Road. It was **RESOLVED** that an inspection for all trees should be arranged and a budget of up to £1,000 was delegated to **the Clerk** to obtain a professional inspection report.

It was **NOTED** that the planters outside the Co-op looked lovely with their spring flowers now in bloom; however, the ones near Low Ash School had some empty spaces where plants had not survived the winter. It was **RESOLVED** that **the Clerk** could use the remaining delegated winter planting budget to fill these gaps and buy some plant feed.

#### 10.3. Allotments/community garden project

Cllr Alex Ross-Shaw shared the draft vision statement for the project and noted earlier feedback given from the Clerk and Cllr Kath Hirsh

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would share the vision statement with BMDC's procurement department to obtain assistance with tendering and determining what pre-market testing could be done with potential suppliers.

It was **RESOLVED** that the vision should also be shared with individuals who had expressed an interest in the project and were on a list held by the Clerk with Cllr **Cllr Alex Ross-Shaw** to draft the letter to be sent out by **the Clerk**, and **Cllr Susan Hinchcliffe** to send the Clerk the contact details of an additional person to be added to the list

#### 10.4. Play equipment

It was **NOTED** that the public consultation about what to buy is still to take place

It was **RESOLVED** that **Cllr Alex Ross-Shaw** will discuss with BMDC the need for a written agreement that any community play equipment purchased by Wrose Parish Council will be maintained and insured by BMDC post-installation

#### 10.5. Wrose Fest 2026

It was **RESOLVED** that pitch prices would remain the same as in 2025 and that where pitch holders had not yet paid the 2025 fee this would be collected in advance as part of the 2026 fee if they were to attend the event.

It was **NOTED** that **Cllr Alex Ross-Shaw** would be drafting a press release to publicise the event and it was **RESOLVED** that this press release would be sent to the Clerk to add to the Parish Council's website.

## **11.(03/26) Wrose Parish Council**

### 11.1. Bank mandate

It was **RESOLVED** to add Cllr Susan Hinchliffe to the bank mandate to enable her to authorise payments

### 11.2. Compliance with data protection

Councillors were reminded of the need to review the previously issued data protection guidance and return completed checklists to the Clerk prior to the June meeting when the AGAR documentation would be considered, which now includes a question about data protection compliance.

A list of additional data protection risks and control actions was reviewed and it was **RESOLVED** that **the Clerk** would update the risk register with these items.

### 11.3. Annual Parish Meeting.

The format of the Annual Parish Meeting was discussed.

It was **RESOLVED** that **Cllr Alex Ross-Shaw** would give a short presentation on the work of the parish council and community groups would be invited by **the Clerk** to enable them to share feedback about the work they do in the Wrose area.

### 11.4. Equality objectives and publishing duty.

It was **RESOLVED** to publish the equality information drafted by the Clerk.

### 11.5. Review of:

#### 11.5.1. the Schedule of Publications

It was **RESOLVED** to adopt the updated Schedule of Publications

#### 11.5.2. the Risk Register

The risk register was reviewed. It was **NOTED** that the additional data protection risks agreed earlier in the meeting would be added to the risk register

### 11.6. Wrose Parish Council Facebook page

It was **RESOLVED** to set up a Wrose Parish Council Facebook page with a phased approach to use. In phase one the Clerk would copy items posted to the parish council's website to the Facebook page

### 11.7. Transparency code for smaller authorities.

It was **NOTED** that:

- Wrose Parish Council is not legally obliged to follow the transparency codes

- Best practice advice for councils just above the financial limit for a legal requirement to follow the smaller authorities code is for them to follow the code
- Wrose Parish Council currently publishes most of the required items but not all

It was **RESOLVED** to work towards publishing all items required by the transparency code where practical.

## **12. (03/26) Staffing Matters**

12.1. The Clerk's hours in February 2026.

The Clerk's hours in February were **NOTED** as was the fact that the carried forward holiday entitlement had now been taken.

## **13. (03/26) Confidential items**

13.1. These had already been considered in the meeting as no members of the public were present at the time they were considered

## **14. (03/26) 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 9<sup>th</sup> April commencing at 7pm at St Cuthberts Church, 71 Wrose Road BD2 1LN.

It was **RESOLVED** to close the meeting at 9.17pm

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