



Minutes of the Full Council Meeting of Wrose Parish Council

Held on Thursday 11 June 2026 at St Cuthbert's Church, 71 Wrose Road, BD2 1LN.

The meeting commenced at 7.07pm and ended at 9.01pm

Present:

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

Clerk: Ruth Thompson

Members of the public: None at start of meeting

1. (06/26) Chair's welcome and opening remarks.

In the absence of Cllr Alex Ross-Shaw, it was **RESOLVED** that Cllr Kath Hirsh would act as the Chair of the meeting. Cllr Hirsh welcomed everyone to the meeting.

2. (06/26) Apologies

2.1. Apologies for absence were received from Cllr Alex Ross-Shaw.

It was **NOTED** that Bradford Metropolitan District Council (BMDC) Councillors C. Howlett and S. Broadbent had also sent apologies although they were not required to do so.

2.2. It was **RESOLVED** to accept the reasons for absence submitted.

3. (06/26) Declarations of Interest

3.1. No declarations of interest were made other than those already declared under the Members' Code of Conduct or the Register of Disclosable Pecuniary Interests.

4. (06/26) Public participation session

4.1. PCSO report. No PCSO was in attendance, so no report was provided at the meeting; however, Cllr Gillian Thorne provided an update on progress made by the neighbourhood policing team to engage with the local community.

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

Cllr Dave Jessop commented that there appeared to have been a reduction in the anti-social use of e-bikes.

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

Cllr Dave Jessop advised that he was liaising with BMDC relating to a drain issue near Towngate.

The Clerk had received a concern about overgrown green spaces in Wrose such as the verges on Wrose Road. It was **NOTED** that BMDC had participated in No Mow May and that grass cutting had now commenced again.

4.4. Open public participation session.

No members of the public were present.

5. (06/26) Minutes

5.1. It was **RESOLVED** to approve the minutes of the Annual Meeting of Wrose Parish Council held on 14 May 2026, as a true and accurate record of that meeting.

5.2. It was **NOTED** that the minutes of the Annual Parish Meeting would be formally approved at the next Annual Parish Meeting but that no obvious amendments were required to the draft minutes.

It was **NOTED** that Councillors thought that the meeting had gone well.

5.3. It was **RESOLVED** to approve the minutes of the Ordinary Meeting of Wrose Parish Council held on 14 May 2026, as a true and accurate record of that meeting.

6. (06/26) Items of a confidential nature

6.1. It was **RESOLVED** that no items required exclusion of the press and public under the Public Bodies (Admission to Meetings Act 1960) s1(2).

7. (06/26) Grants

7.1. It was **NOTED** that the Dementia Friendly Group continued to make good use of the entertainment grant provided by the Parish Council

8. (06/26) Finance

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

Paid to:	Description of goods/services:	Reclaimable VAT	Total Value
Ruth Thompson	Plants, feed and compost for barrier baskets and planters		
	Chana Stores	£0	£10.00
	Otley Garden Centre	£0	£4.78
	Otley Garden Centre	<u>£18.72</u>	<u>£112.27</u>
		<u>£18.72</u>	<u>£127.05</u>

Bradford Metropolitan District Council	Payroll Service Agreement	£120.00	£720.00
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8.2. The following direct debits or automatic payments made in May were **NOTED**

Paid to:	Description of goods/services:	Reclaimable VAT	Total Value
Yu Energy	Electricity supply to All Alone Road 1 to 30 April 2026	£0.90	£23.44
Unity Trust Bank	Account fee – 1 month	None charged	£7.00

8.3. **May payroll costs of £1,322.86** (paid by BACS transfer in May), which included a refund of **£4.50** due to the identification of an over charge in an earlier period by the Clerk, were **NOTED**.

8.4. It was **NOTED** that **no income was received** in May:

8.5. It was **NOTED** that **£35,000** had been transferred from the current account to the savings (instant access) account in May 2026.

Cllr Susan Hinchcliffe joined the meeting at 7.32pm

8.6. The bank reconciliation to 31 May 2026 (as evidenced by bank statements and ledger/cash book) was **NOTED**.

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

9. (06/26) Planning

9.1. The following planning applications were considered:

Reference	Address	Description	RESOLVED
26/01648/HOU Response deadline 2 June. Response deadline requested and approved in principle	Grid Ref: 415953 437220 Location: 112 Low Ash Drive Shipley West Yorkshire BD18 1JQ	Proposal: Two storey extension with dormer window to rear	To make no comment
26/01460/CLP Response deadline 5 June. Response deadline requested and approved to 16 June	Grid Ref: 416489 436929 Location: 62 Plumpton Gardens Bradford West Yorkshire BD2 1PH	Proposal: Use of dwellinghouse (Use Class C3(a)) as C3(b) home for one adult with a maximum of two carers	To make no comment
26/01549/CLP Response deadline 10 June. Response deadline requested and	Grid Ref: 416424 436755 Location: 10 Claremont Road Shipley West Yorkshire BD18 1PW	Proposal: Use of dwellinghouse (C3a) as a children's care home (C2) for one child with two carers working on a rota basis	To make no comment

approved to 16 June			
26/01473/FUL Response deadline 10 June. Response deadline requested and approved to 16 June	Grid Ref: 416078 436660 Location: Oakbank Poultry Farm Childs Lane Shipley West Yorkshire BD18 1PA	Proposal: Change of use of agricultural building to pet crematorium (suigeneris) installation of flu chimney and replacement windows	To make no comment
26/01805/CLP Response deadline 17 June	Grid Ref: 417146 436787 Location: 12 Willow Gardens Bradford West Yorkshire BD2 1LX	Proposal: Single storey side extension	To make no comment
26/01792/HOU Response deadline 25 June	Grid Ref: 416661 436970 Location: 31 Plumptre Lea Bradford West Yorkshire BD2 1PP	Proposal: Hip to gable roof extension with dormer windows to front and rear	No objection providing that any windows overlooking neighbouring properties were fitted with opaque glass to maintain privacy.

10. (06/26) Council events, land, open spaces and utilities.

10.1. Management of green spaces and planters in Wrose

It was noted that the exceptionally hot weather experienced in May had made it difficult to maintain the plants in the barrier baskets and planters ahead of the professional watering contract commencing in June. Thanks were expressed to Cllrs Dave Jessop and Gillian Thorne for the watering they had undertaken during this period. It was further noted that the Clerk had refreshed the displays but had also needed to do some watering which had increased the time allocated to the green space budget code more than anticipated.

As the hot weather had continued after the replanting, it was **RESOLVED** that Cllr Gillian Thorne would review the barrier baskets and planters to check if any further replanting was required due to plant loss.

10.2. Updates on the provision of a community garden and allotments

Responses to the local consultation letter were discussed. It was **RESOLVED** to ask Cllr Alex Ross-Shaw to check if there were any restrictions relating to adding structures to the site.

It was **RESOLVED** to arrange the first meeting of the Community Garden Working Group (Later agreed that this would be held on Wednesday 17 June at 10.30am).

10.3. Updates on the purchase and installation of play equipment

The challenges in getting BMDC to progress the order request and confirm that they would take responsibility for ongoing maintenance and public liability insurance for the selected play equipment were discussed. It was **RESOLVED**

that if progress had not been made by the end of June the Clerk would escalate the issue to the Shipley Area Co-ordinator's office or the Parish Liaison Committee.

10.4. Updates on the planning for Wrose Live 2026

It was **RESOLVED** that the Clerk could process the Music Director's reimbursement for public liability insurance costs, to the previously agreed amount, as soon as the payment receipt was received.

Event promotion was discussed. It was **NOTED** that the event was already being advertised on the newly established Wrose Parish Council Facebook page. It was **RESOLVED** that **the Clerk** would ask Cllr Alex Ross-Shaw for a copy of the poster that could be added to the parish council's website.

It was **NOTED** that details of the public liability insurance cover for the stage area were still to be received.

10.5. Management of green space near Elm Road

It was **NOTED** that a small piece of land near Elm Road was currently overgrown and in need of care and attention. Contact had been made with BMDC, which owns the land, and a verbal agreement had been made between Cllr Alex Ross-Shaw and Asset Management that BMDC would have no objection to this land being maintained by community volunteers who might be supported by Wrose Parish Council.

It was **RESOLVED** that **the community garden working group** would consider what level of planting budget might be required for a plot this size and report back to the full council at the July meeting.

11. (06/26) Wrose Parish Council

11.1. The contents of the annual internal audit report were received and **NOTED**.

11.2. Internal controls for Wrose Parish Council and Section 1 of the AGAR, the Annual Governance Statement.

The Parish Council's Internal controls were considered and assessed to be effective.

Section 1 of the AGAR document was reviewed, completed. approved and signed

11.3. Section 2 of the AGAR, The Accounting Statements

Section 2 of the AGAR documentation was reviewed, approved and signed.

11.4. Variations

The statement explaining variations from the previous year on Section 2, the accounting statements of the AGAR, was reviewed and **APPROVED**.

11.5. Bank reconciliation

The bank reconciliation to be submitted with the AGAR statements was reviewed and **APPROVED**.

11.6. Public access

The dates for public access to financial records were **NOTED**.

11.7. Asset Register

The updates to the Asset Register as agreed at the Annual Meeting were **APPROVED**

11.8. Fidelity guarantee

It was **RESOLVED** to accept the offer of the insurance company to increase the level of the fidelity guarantee to £100,000 at no cost to the Parish Council.

11.9. Signature redaction recommendations.

It was **NOTED** that the internal auditors had advised they were recommending redaction of signatures for public documents for personal data security reasons. It was **RESOLVED** to implement their recommendations.

11.10. Wrose Parish Council Facebook page

It was **NOTED** that Cllr Alex Ross-Shaw had set up a Wrose Parish Council Facebook page.

It was **RESOLVED** to ask Cllr Alex Ross-Shaw to add information about Play in the Park events to the Facebook page.

It was **RESOLVED** to consider use of the Facebook page further at the next meeting.

12. (06/26) Staffing Matters

12.1. Hours and holiday

The Clerk's hours in May 2026 and their planned holiday in June were **NOTED**.

13. (06/26) Confidential items

13.1. No items had been considered confidential.

14. (06/26) 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 July 2026 at 7pm at St Cuthbert's Church 71 Wrose Road, BD2 1LN.

14.2. It was **RESOLVED** to close the meeting at 9.01pm
