



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 10 September 2026 at St Cuthbert's Church, 71 Wrose Road, BD2 1LN.
The meeting commenced at 7.05pm and ended at 9.09pm

Present:

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

Clerk: Ruth Thompson

Members of the public: 1 at start of meeting

1. (09/26) Chair's Welcome and Opening Remarks

Cllr Alex Ross-Shaw welcomed everyone to the meeting.
The new councillor, Sabiya Khan, was introduced to the member of the public.

2. (09/26) Apologies

- 2.1. Apologies for absence were received from Cllr Gillian Thorne.
- 2.2. It was **RESOLVED** to accept the reasons for absence submitted.

3. (09/26) Declarations of Interest

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

4. (09/26) Public Participation Session

4.1. PCSO Report

No PCSO was in attendance; therefore, no report was provided.

It was **RESOLVED** that the Clerk would send the agenda for the next meeting to the PCSO as a reminder that they are invited to attend.

4.2. Updates on Items Raised by Members of the Public at Previous Meetings

A member of the public commented that the pothole issue at Morrisons (Five Lane Ends) had not been included in the August minutes. It was **NOTED** that this location is outside the Wrose Parish boundary and therefore does not fall within the area of consideration of Wrose Parish Council.

Cllr Kath Hirsh arrived at 7.10 pm.

It was **NOTED** that the Clerk had not received a reply to the invitation for the Chair of Willow Residents' Association to attend the September Parish Council meeting. It was **RESOLVED** that **Cllr Sabiya Khan** would check the email address to which the invitation should be sent.

4.3. Issues Raised with the Clerk or Councillors Since the Last Meeting

Cllr Dave Jessop showed the meeting some artificial flowers that could potentially be used in some of the planters in Wrose. It was **RESOLVED** to consider this as part of the green spaces' agenda item.

Fireworks

Cllr Sabiya Khan advised the meeting that many residents were concerned about the antisocial use of fireworks and that there was a national consultation on the domestic use of fireworks that was open for comment.

Cllr Alex Ross-Shaw declared an interest due to his working arrangements with the local MP.

Following discussion, it was **RESOLVED** that **Cllr Alex Ross-Shaw**, as Chair, would draft and submit a response to the consultation supporting the proposals to reduce public access to high-decibel fireworks and other measures to reduce the antisocial use of fireworks. In addition, **Cllr Alex Ross-Shaw** would add a summary of the response to the Parish Council's Facebook page and provide a copy to the Clerk for publication on the website.

5. (09/26) Minutes

5.1. It was **RESOLVED** to approve the minutes of the ordinary meeting of Wrose Parish Council held on 13 August 2026 as a true and accurate record of that meeting.

6. (09/26) Items of a Confidential Nature

6.1. It was **NOTED** that the following items would be considered confidential and should not be discussed in the presence of members of the public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960:

- Specific quotation amounts for commercial contracts under consideration
- The Clerk's contractual hours request

7. (09/26) Grants

7.1. It was **NOTED** that no grant requests had been received.

8. (09/26) Finance

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

Paid to:	Description of goods/services:	Reclaimable VAT	Total Value
Pure Water Windows	Planter watering services – August 4,11,18 and 24th	None	£216.00

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

Paid to	Description of goods/services	Reclaimable VAT	Total value
Yu Energy	Electricity supply to All Alone Road, 1–31 July 2026	£0.99	£20.83
Unity Trust Bank	Account fee – one month	None	£7.00

8.3. The August payroll costs of £1,275.92, which were outstanding as at 31 August 2026, were **NOTED**.

8.4. It was **NOTED** that no income had been received in August.

8.5. The transfer of £1,500 from the instant-access savings account to the current account in August 2026 was **NOTED**.

8.6. The bank reconciliation to 31 August 2026, as evidenced by the bank statements and ledger/cash book, was **NOTED**.

8.7. Budget Position to Date

It was **NOTED** that, following a review by the Clerk, the estimated costs of a printed newsletter and the staff costs associated with maintaining green spaces were currently underbudgeted. However, current reserves would comfortably cover any additional costs that might arise in these areas.

Following discussion of the play equipment budget, it was **RESOLVED** that **the Clerk** would ask Bradford Metropolitan District Council (BMDC) for an update on the progress made with the purchase of play equipment to be funded by Wrose Parish Council.

9. (09/26) Planning

9.1. Planning Application Submitted by Leeds Bradford Airport

Following discussion, it was **RESOLVED** not to submit a response to the recent planning application made by Leeds Bradford Airport.

10. (09/26) Council Events, Land, Open Spaces and Utilities

10.1. Request to Move a Barrier Basket

A member of the public had requested that one of the barrier baskets on Wrose Road, opposite Low Ash School, be moved to improve visibility at the junction. Following a discussion, during which it was **NOTED** that the current position of the barrier baskets had been approved by the BMDC Highways Department, it was **RESOLVED** not to move the barrier basket.

10.2. Play in the Park

10.2.1. Event Feedback

The Clerk was thanked for developing the feedback forms issued to attendees at the two most recent Play in the Park events.

The very positive event feedback was **NOTED**, and it was agreed that this demonstrated that the events were a valued community service.

The feedback from a member of the public who had expressed disappointment that an event, cancelled due to bad weather, had not been rescheduled was also **NOTED**.

10.2.2. Play in the Park Events for 2027

Following discussion, it was **RESOLVED** that the Clerk would:

- Advise the current provider that the Parish Council wished to provisionally reserve dates for the following year, subject to final confirmation in January 2027, once the 2027–28 budget had been finalised
- Ask the current provider and Highcroft Youth Centre whether they had any suggestions for additional activities for older children and, if so, how much these would cost
- Add an agenda item in spring 2027 to consider advertising the Play in the Park events using lamppost flyers, subject to obtaining the necessary permissions from BMDC

10.3. Management of Green Spaces and Planters in Wrose

A discussion took place on whether to use artificial flowers to decorate some of the planters, given the challenge of keeping them sufficiently watered. However, it was **RESOLVED** not to use them at the present time.

A discussion took place on the maintenance of the barrier baskets and planters. It was **RESOLVED** that the Clerk would use the remainder of the summer planting budget to purchase plants and undertake some additional planting. It was **NOTED** that this would result in the staff hours currently budgeted for planting being exceeded.

A discussion took place on the long-term maintenance of all green spaces supported by Wrose Parish Council. It was **RESOLVED** that the Clerk would seek to obtain an environmental warden job description from Baildon Town Council and that **councillors** would send the Clerk any ideas for a similar role in Wrose.

The level of reserves that the Council should hold was discussed, and it was **NOTED** that excessive reserves should not be held.

10.4. Christmas Lighting

The locations for new string lights were discussed. The BMDC Highways Department had advised that it would not be possible to hang string lights from the lampposts near Claremont Park because the distance between them was too great but lights could be hung at Highfield.

It was **RESOLVED** that the Clerk would obtain quotations from BMDC and BMDC's partner supplier for:

- New string lights at the Highfield parade of shops and any associated set-up costs
- Replacement string lights for Towngate, as some had broken during the previous year
- Installation and removal costs
- Storage and testing costs
- Replacement timer costs

It was **RESOLVED** not to obtain quotations from other suppliers because the lights are installed on BMDC infrastructure.

10.5. Wrose Wetlands

An email received from BMDC concerning a member of the public's concerns about Wrose Wetlands and its water-retention capacity was discussed. It was **RESOLVED** that **Cllr Alex Ross-Shaw** would respond to BMDC, outlining the assistance that Wrose Parish Council had previously provided to the project, and would also contact The Conservation Volunteers to ask whether they wanted the Parish Council to consider providing further support.

10.6. Electricity Supply Renewal Deals

It was **RESOLVED** that the Clerk would present renewal deals for consideration at the January 2027 meeting.

11. (09/26) Wrose Parish Council

11.1. Wrose Parish Council Facebook Page

A discussion took place on the set-up arrangements and content for the Wrose Parish Council Facebook page. It was **RESOLVED** that:

- **The Clerk** would test converting the page to a business page.
- That only Wrose Parish Council activities and news would be posted on the Facebook page.
- **The Clerk** would check whether the Social Media Policy needed to be updated following the introduction of a Parish Council Facebook page.

11.2. Defibrillators in Wrose

In accordance with the current Social Media Policy, it was **RESOLVED** not to publish on the Wrose Parish Council website information about defibrillators in Wrose that had been supplied by a commercial company.

11.3. Autumn Newsletter

It was **RESOLVED** not to produce a printed autumn newsletter.

12. (09/26) Staffing Matters

12.1. The Clerk's Hours

The Clerk's hours for August were **NOTED**.

12.2. Salary Rates

The increase in salary rates for local council employees engaged on NJC terms was **NOTED**. These rates are implemented automatically for staff employed by Wrose Parish Council.

13. (09/26) Confidential Items

The member of the public left the room for this item.

13.1. The Clerk's Contractual Hours

The Council **NOTED** that the employee's substantive contractual hours were 35 hours per month, that these had been temporarily increased to more than 50 hours per month for several years, and that the Clerk had requested a review to determine what an appropriate established hours figure should be.

The Clerk left the room for the subsequent discussion by councillors and was informed of the resolution on their return.

Following consideration of the ongoing requirements of the role, it was **RESOLVED** that the employee's contractual hours be permanently set at 48 hours per month with immediate effect. The current worked and paid hours would remain at 52 hours per month and would be reviewed, as usual, in December. **Cllr Alex Ross-Shaw** would send a letter to the Clerk confirming this new arrangement.

14. (09/26) Next Meeting

14.1. It was **RESOLVED** to hold the next ordinary meeting of Wrose Parish Council on Thursday 8 October 2026 at 7.00 pm at St Cuthbert's Church, 71 Wrose Road, BD2 1LN.

It was **RESOLVED** to close the meeting at 9.09 pm.