

**Menston Parish Council**  
**Parish Council Meeting**  
**Thursday 31<sup>st</sup> March 2022 at 7.00pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Jamie Needle, Dale Smith, Jo White and Goodith White (by Zoom)

**Clerk:** Catriona Hanson

**2022/045 Welcome and introduction from the Chairman**

Councillor Moore welcomed everyone to the meeting. It was noted that the legal exemption which allowed Councillors to attend meetings virtually has now expired. The meeting

**RESOLVED:** to approve Councillor Goodith White's attendance by Zoom

**Proposed:** Councillor Smith

**2022/046 Appointment of an interim Vice Chairman of the Parish Council**

Councillor Moore asked for nominations for an interim Vice Chairman of the Parish Council.

**RESOLVED:** to elect Councillor Needle as interim Vice Chairman

**Proposed:** Councillor Goodith White

**Seconded:** Councillor Jo White

**2022/047 To receive any apologies for absence**

Apologies for absence were received and accepted from Councillor Gordon Metcalfe

**2022/048 To receive any disclosures of interest and requests for dispensation**

The following disclosures of interest were noted:

Councillor Smith member of Kirklands (Menston) Trust and Menston Library committee

Councillors Needle, Smith and Goodith White – members of Climate Action Menston

**2022/049 Public participation**

Four members of the public were present at the meeting. Ward Councillor Bob Felstead addressed the meeting about the proposed Traffic Regulation Orders for Menston.

**2022/050 Minutes of the previous meeting and update on matters arising**

**RESOLVED:** to accept the minutes of the Parish Council meeting on 24<sup>th</sup> February 2022 as a true and accurate record.

**Proposed:** Councillor Needle

**2022/051 Finance**

- To pay the monthly salary invoice
- To reimburse the Clerk £14.39 for Zoom subscription March 2022
- To agreement to implement the annual salary increase for 2021-22
- To agree to renew the annual service level agreement with Bradford Council's Payroll service (£315)
- To renew the Parish Council's annual subscription to the Yorkshire Local Council's Association (£870)
- To pay the interim invoice for website development (£560)
- To agree to pay for room hire for Menston Family and Friends Hub (£67.50)

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Moore

It was noted that the presentation from Menston Cricket Club would be submitted to a later meeting.

#### **2022/052 To receive an update about the Parish Council vacancy**

Councillor Moore advised the meeting that Bradford Council's Elections Unit had notified the Parish Council that they had received more than ten responses from local electors requesting that the vacant seat be filled by election and so this will take place at the same time as the Ward Councillor elections on 5<sup>th</sup> May. Candidates are being asked to submit their application papers by 4.00pm on 5<sup>th</sup> April.

Councillor Smith informed the meeting that he would like to advise any prospective candidates that the Parish Council is apolitical and so it is not particularly relevant to include any political affiliations on the election form.

It was noted that the Parish Council had agreed to pay the additional costs for polling cards for the election. The Clerk confirmed that she had emailed Bradford Council's Elections Unit accordingly.

#### **2022/053 To agree a response to the proposed Traffic Regulation Orders in Menston**

It was agreed that the Parish Council would review the proposals in the light of the update from Councillor Felstead. Councillor Smith advised the meeting that further discussions will be taking place about the junction at the top of Derry Hill. He will report back at a future meeting.

#### **2022/054 To discuss the DBS checks for library volunteers**

After a discussion it was agreed that Menston Library would continue to operate with a maximum of seven volunteers without DBS checks, until Bradford Council has put the necessary procedures in place. It was agreed that the Clerk would write to Bradford Council's Libraries Service and ask for an update.

#### **2022/055 Platinum Jubilee 2022**

Nigel Cawthorne gave an update about the recent meeting of the Platinum Jubilee Committee on 2<sup>nd</sup> March. A number of events and activities have been planned for the weekend of Thursday 2<sup>nd</sup> – Sunday 5<sup>th</sup> June. A letter advising local residents about a proposed road closure will be sent out as a joint initiative from Menston Parish Council and Menston Community Association.

The organising committee thanked the Parish Council for agreeing to underwrite the event to a maximum of £5,000 although their aim is that the event will be self-funding.

Events and activities are being publicised on both the village facebook page and the Christmas lights facebook page which will be temporarily re-badged. Banners will be printed and a programme of events will be published in the village newsletter.

The next committee meeting will take on 20<sup>th</sup> April.

#### **2022/056 Management of parks and green spaces in Menston**

An initial online meeting with members of the Parish Council and David Cansfield from Bradford Council's Parks Department had taken place on 2<sup>nd</sup> March. Mr Cansfield had agreed to provide information about various alternative proposals which could be considered by the Parish Council.

Councillor Felstead gave an update about the management of parks and green spaces by Burley in Wharfedale Parish Council and the implications for the Parish Council budget. It was agreed that the Parish Council would discuss the various proposals at a subsequent meeting.

### **2022/057 Fitness equipment access path**

Following the meeting with Bradford Council's Parks Department, it was agreed that the Parish Council would now look at this proposal again.

### **2022/058 Website update**

The Clerk gave an update about the website. The quote for the developers to add the content to the new website has now been agreed by the Parish Council.

Councillor Goodith White reminded members of the Parish Council to forward a portrait photograph of themselves for the website to the Clerk.

The Clerk asked everyone to use the menstonpc@hotmail.co.uk email address since the former parish.clerk email address has been out of action for some time and any emails sent to this address are undelivered.

### **2022/059 Wharfedale Greenway**

Councillor Needle gave an update about the Wharfedale Greenway. Planning consent has now been received for the Otley to Burley route and the working party is now working to discharge the conditions. Following the Parish Council agreement to formally appoint Sustrans as Principal Designers and to Countersign and date the Transfer of Client Duties at the January 2022 meeting, Councillor Needle has signed and submitted the documents.

### **2022/060 Leeds Bradford Airport**

It was noted that the planning appeal for the proposed airport expansion has now been withdrawn.

Councillor Felstead advised the meeting that, although the appeal has been withdrawn, the Airport Management Team are still convinced that the number of night-time flights can be increased. This proposal would need to be approved by Leeds City Council. A consultation is currently underway about proposed changes to take-off and landing routes.

It was agreed that the Parish Council should launch a questionnaire to ascertain public opinion about the Airport proposals. Councillor Goodith White agreed to investigate the software and phrasing for the questionnaire.

### **2022/061 Safe pedestrian crossing and pavement improvements on Bingley Road**

It was noted that final drawings have now been provided and will be agreed, subject to some minor modifications.

Councillor Felstead agreed to forward a set of plans to the Clerk to circulate to the Parish Council.

### **2022/062 Moor Lane development**

Concerns had been expressed about any potential noise nuisance caused by the water pump for the Moor Lane development. Councillor Felstead (who has some previous experience of this type of issue) advised the meeting that any noise caused by a water pump generally cannot be heard in neighbouring properties.

### **2022/063 To receive an update about the recent meeting of the Burley and Menston Civil Charities**

Councillor Goodith White gave an update from the recent meeting on 11<sup>th</sup> March. The Menston charity has agreed to allow MANT to manage Miss Porritt's Field on Cleasby Road for seven years. The charity will provide an annual grant of £100 towards the costs of carrying out the wilding work and publicising this to the village.

Jonathan Barraclough has now agreed to act as a replacement trustee for the Menston charity. The next meeting will take place in July.

#### **2022/064 Menston Co-op and the Asset of Community Value application**

Councillors Moore and Needle had both received responses from the Co-op to their letters about the proposed closure of the Co-op in Menston.

Councillor Smith advised the meeting that he has submitted the application to list the Co-op building as an Asset of Community Value to Bradford Council.

#### **2022/065 Overgrown hedges**

Councillor Jo White raised some concerns about overgrown hedges on Burley Lane. After some discussion it was agreed that Councillor Jo White would forward details of the locations to Councillor Moore who would make a first approach to the householders in conjunction with the village warden, Sean Williams, who is based at the Shipley Area Office.

#### **2022/066 Chairman's remarks and correspondence**

Councillor Needle forwarded a request from the Reverend Steve Proudlove, vicar of St John's Parish Church. The Church would like to support any refugees who have been re-settled in the village. It was agreed that any details would be forwarded.

Concerns were raised about the sound quality of the microphone and the Clerk was asked to contact the Kirklands Trust and ask them to consider the purchase of a better quality microphone.

#### **2022/067 Agenda items for the next meeting**

- To consider making an annual payment for the Menston Family and Friends Hub meeting room costs
- Service Level Agreement with Bradford Council for Menston Library
- The Financial Sub-Committee will be meeting to review the Parish Council's accounts and will report back to the Parish Council meeting.

#### **2022/068 Items to be considered in closed session**

None.

#### **2022/069 Date of next meeting**

The next meeting will be held on Thursday 28<sup>th</sup> April 2022 at 7.00pm.

There was no further business and the meeting closed at 8.10pm