

**Menston Parish Council**  
**Parish Council Meeting**  
**Thursday 28<sup>th</sup> April 2022 at 7.00pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Gordon Metcalfe, Jamie Needle and Dale Smith

**Clerk:** Catriona Hanson

**2022/070 Welcome and introduction from the Chairman**

Councillor Moore welcomed everyone to the meeting.

**2022/071 To receive any apologies for absence**

Apologies for absence were received and accepted from Councillors Goodith White and Jo White.

**2022/072 To receive any disclosures of interest and requests for dispensation**

The following disclosures of interest were noted:

Councillor Smith – District Councillor, member of Menston Cricket Club, Kirklands (Menston) Trust and Menston Library committee, Scout supporter and Menston Primary School Governor.

Councillors Needle and Smith – members of Climate Action Menston

**2022/073 Public participation**

Three members of the public were present at the meeting.

Councillor Metcalfe had received an inquiry from a local resident who wished to pay for the installation of a memorial bench in Menston. The Clerk was asked to contact Bradford Council and make some inquiries.

**2022/074 Minutes of the previous meeting and update on matters arising**

**RESOLVED:** to accept the minutes of the Parish Council meeting on 31<sup>st</sup> March 2022 as a true and accurate record.

**Proposed:** Councillor Needle

**2022/075 Finance**

- To pay the monthly salary invoice
- To reimburse the Clerk £14.39 for Zoom subscription April 2022
- To pay an administrative fee from the West Yorkshire Pension Fund (£100)
- To pay the annual subscription for the Information Commissioner (£40)
- To agree to pay the annual fee for room hire for Menston Family and Friends Hub (£747)

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Moore

A presentation had been received from Menston Cricket Club and it was agreed to discuss this under the item about Community Infrastructure Levy (CIL).

**2022/076 To accept the Parish Council's bank reconciliation report for 2021-22**

The Parish Council's bank reconciliation for 2021-22 was accepted

**2022/077 To accept the minutes from the Finance Sub-Committee meeting**

The minutes from the Finance Sub-Committee meeting were accepted.

**2022/078 To review and adopt the Parish Council's Asset Register 2021-22**

The asset register was accepted. The Clerk was asked to check whether the zip wire and trim trail could be funded from the Parish Council's CIL funds.

Councillor Moore advised the meeting that the Parish Council notice board is in need of some refurbishment and a coat of wood preservative. It was agreed to ask Councillor Goodith White to ask for any expressions of interest for this work on the village facebook page.

**2022/079 To review and adopt the Parish Council's Risk Assessment 2021-22**

Councillor Smith commended the Parish Council's risk assessment and it was accepted by the Parish Council.

**2022/080 To receive an update about the Community Infrastructure Levy (CIL)**

After a discussion it was agreed that the application from Menston Cricket Club would be added to the list of potential projects.

It was agreed that Councillor Smith and the Clerk would look into registering The Fox public house and the adjacent cricket field as assets of community value with Bradford Council.

The Parish Council agreed to set up a separate online meeting to discuss the suggestions received from Menston residents for schemes which would benefit from CIL funding. Councillor Needle offered to set up an GSHEET file which could be used to record any comments about the proposals.

The Clerk was asked to contact Bradford Council and inquire whether the Parish Council would receive any further CIL funds in next and any future years.

The Parish Council agreed that there is no need to set up a separate account for the CIL funds, provided they are isolated in the bank reconciliation report.

**2022/081 To discuss the DBS checks for library volunteers**

The Clerk had received a response from Bradford Council's Libraries Service to say that they are currently setting up a new process for DBS checks of staff and volunteers following a period when the service no longer required them and stopped checking. Menston Library was asked to provide a list of new volunteers. The request has been forwarded to Jill Cooke at Menston Library for action.

**2022/082 To discuss the service level agreement with Bradford Council for Menston Library**

Councillor Smith advised the meeting that he is obtaining a copy of the previous paperwork from Bradford Council.

**2022/083 Platinum Jubilee 2022**

Councillor Metcalfe gave an update about the recent meeting of the Platinum Jubilee Committee on 20<sup>th</sup> April and the events which have been planned to celebrate the occasion.

The Parish Council agreed to provide a jubilee mug for each nursery and primary school age child in Menston. It was agreed that the Parish Council would purchase 600 mugs and sell any surplus. Councillor Moore agreed to contact Menston Primary School and any other local organisations and the supplier to ask about their lead time. *Post-meeting Menston Primary School advised Councillor Moore that they would prefer commemorative coins.*

**RESOLVED:** to make provision to pay for the jubilee items

**Proposed:** Councillor Moore

**2022/084 Fitness equipment access path**

Councillor Needle agreed to contact the supplier about the provision of an access path.

**2022/085 Website update**

The Clerk gave an update about the website. The developers have been adding the content to the new website and they have asked all the Parish Councillors to provide a photograph which can be added to the website. The Clerk agreed to circulate the link to the draft website.

**2022/086 Wharfedale Greenway**

There was no update.

**2022/087 Leeds Bradford Airport**

The Parish Council noted a report from Marilyn Banister. Councillor Goodith White has agreed to investigate the feasibility of carrying out a survey to ascertain Menston residents' opinions about the airport development.

**2022/088 Safe pedestrian crossing and pavement improvements on Bingley Road**

Councillor Metcalfe advised the meeting that a meeting with Simon D'Vali from Bradford Highways had taken place and Mr D'Vali had presented a finalised design. The work will take place during the summer holiday. The Parish Council agreed to consider funding any minor shortfall in funds. The meeting had also discussed proposed improvements to deter traffic from using Leathley Road as a rat run and the implementation of a one-way system along part of Derry Hill and the introduction of some yellow lines along part of Corn Mill.

The Parish Council agreed to write to Mr D'Vali about the need to re-paint the white lines and stop signs at the junction of Bingley Road and Main Street.

Councillor Smith advised the meeting that he is waiting to hear from Stewart Currie about a traffic regulation order for the top of Derry Hill. He agreed to forward any response received from Mr Currie.

**2022/089 Moor Lane development**

It was agreed to retire this item from the agenda.

**2022/090 Menston Co-op and the Asset of Community Value application**

Councillor Moore thanked Chris Steele for forwarding a copy of his correspondence with the Co-op. Mr Steele advised the meeting that a new chairman will be appointed to the board of the Co-op at the end of May and suggested that it might be worthwhile for Councillor Moore to write to the Co-op again.

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. There is an eight-week timescale for these applications and Councillor Smith agreed to check on progress.

**2022/091 Overgrown hedges**

Councillor Jo White is forwarding details of the locations to Councillor Moore. Councillor Metcalfe has forwarded details of any overgrown hedges on public footpaths to Councillor Bob Felstead.

**2022/092 Chairman's remarks and correspondence**

The Parish Council discussed grass cutting in Menston Park and it was agreed to contact Bradford Council to ask how often and when the grass is cut and whether the Parish Council could fund an additional cut.

**2022/093 Agenda items for the next meeting**

None

**2022/094 Items to be considered in closed session**

None.

**2022/095 Date of next meeting**

The next meeting will be the Annual Meeting of the Parish to be held on Thursday 26<sup>th</sup> May 2022 at 7.00pm. This meeting will be followed by the Annual Parish Council meeting.

There was no further business and the meeting closed at 8.15pm

DRAFT