

Menston Parish Council
Annual Parish Council Meeting
Thursday 26th May 2022 at 7.10pm

MINUTES

Present: Councillors Philip Moore (Chairman), Marilyn Banister, Gordon Metcalfe, Jamie Needle, Dale Smith and Jo White

Clerk: Catriona Hanson

2022/096 Election of the Chairman of Menston Parish Council for 2022/23

RESOLVED: that Councillor Moore be elected as Chairman of the Parish Council for 2022/23

Proposed: Councillor Smith

Seconded: Councillor White

2022/097 Declaration of acceptance of office

Councillor Moore read and signed the declaration of acceptance of office

2022/098 Election of the Vice Chairman of Menston Parish Council for 2022-23

RESOLVED that Councillor Needle be elected as Vice Chairman of the Parish Council for 2022-23

Proposed: Councillor Jo White

2022/099 Election of the Chairman of the Planning Committee for 2022-23

It was agreed to defer this item until the June Parish Council meeting. Councillor Moore thanked Councillor Metcalfe for his many years as Chairman of the Parish Council's Planning Committee and for expertise and advice on all planning matters.

2022/100 Election of the Vice Chairman of the Planning Committee for 2022-23

It was agreed to defer this item until the June Parish Council meeting

2022/101 Welcome and introduction from the Chairman

Councillor Moore welcomed Councillor Banister to the Parish Council meeting. It was noted that Councillor Banister had signed the Declaration of Acceptance of Office prior to the meeting.

2022/102 To receive any apologies for absence

Apologies for absence were received and accepted from Councillor Goodith White

2022/103 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, Menston in Bloom, Menston Community Association and Menston Library committee, Scout supporter and Menston Primary School Governor.

Councillors Needle and Smith – members of Climate Action Menston

Councillor Banister – Non-pecuniary interest in Streetspace and member of Climate Action Menston

2022/104 Public participation

Four members of the public were present at the meeting. Chris Steele asked whether the Parish Council agree to fund the installation of a new fence and notice board in Porritt's Field for Menston Area Nature Trust. The Parish Council agreed to fund this scheme in principle

and asked Mr Steele to submit a formal application to the June Parish Council meeting. The Clerk was asked to check whether this could be funded as a “gift” from the Parish Council.

Ward Councillor Bob Felstead had circulated some correspondence about the lack of capacity at the GP surgery in Burley in Wharfedale. After some discussion, it was agreed that the Parish Council would review this item when more information about the GP surgery in Menston becomes available.

2022/105 Minutes of the previous meeting and update on matters arising

RESOLVED: to accept the minutes of the Parish Council meeting on 28th April 2022 be accepted as a true and accurate record.

Proposed: Councillor Moore

Seconded: Councillor Needle

2022/106 Finance

- To pay the monthly salary invoice
- To reimburse the Clerk £14.39 for Zoom subscription May 2022
- Bradford Council Payroll service level agreement (£378)
- Bradford Council – Christmas lights (£4,614 – includes VAT)
- Dyson – supplying newspapers to Menston Library (£93.70) – it was noted that this will be funded from Library income.

RESOLVED: to pay these invoices

Proposed: Councillor Smith

2022/107 Parish Council Annual Governance and Accountability Return 2021/22

Section 1

The Parish Council resolved to approve the Annual Governance Statement for 2021/22. The return was signed by the Chairman and Clerk.

Proposed: Councillor Moore

Councillor Metcalfe proposed a vote of thanks to Trevor Howe for carrying out the limited assurance review. It was noted that Mr Howe had raised no concerns about the Parish Council’s AGAR.

2022/108 Parish Council Annual Governance and Accountability Return 2021/22

Section 2

The Parish Council resolved to approve the Accounting Statements for 2021/22. The return was signed by the Chairman and Clerk.

Proposed: Councillor Moore

2022/109 Local Government model Code of Conduct

RESOLVED: to adopt the Local Government model Code of Conduct

Proposed: Councillor Moore

2022/110 Standing Orders and Financial Regulations

RESOLVED: to re-adopt the Parish Council’s Standing Orders and Financial Regulations

Proposed: Councillor Moore

Councillor Smith proposed a vote of thanks to the Clerk for her work on the Annual Governance and Accountability Return and the revised Code of Conduct, Standing Orders and Financial Regulations.

2022/111 To receive an update about the Community Infrastructure Levy (CIL)

Councillor Moore thanked Councillor Needle for setting up a GSHEET file to record any comments about the proposals.

The Clerk had contacted Bradford Council and inquired whether the Parish Council would receive any tranches of CIL funds for existing developments in the next and any future years, but had not yet received a response.

It was agreed that the Clerk would forward a list of the highways-related suggestions to Simon D'Vali and ask about possible timescales and funding.

It was also agreed that the Clerk would contact Simon D'Vali and about the timescale and final costs of the Main Street crossing.

A number of suggestions had been received about improving the children's play area in Menston Park. It was agreed that the Clerk would contact Bradford Council's Parks Department and ask them to draw up a proposal to replace the children's play area, safety surfaces and fencing with a view to the Parish Council making a contribution to the scheme. It was agreed that the Parish Council would establish a "Friends of Menston Park" group which would review any proposals.

Councillor Needle agreed to contact a number of the organisations which had made an expression of interest and ask them to develop these proposals. It was agreed that the Parish Council would devise a form which could be circulated asking for more information.

Councillor Moore thanked Councillor Needle for his work on this initiative.

2022/112 To discuss the DBS checks for library volunteers

Councillor Smith advised the meeting that this matter is on-going.

2022/113 To discuss the service level agreement with Bradford Council for Menston Library

Councillor Smith advised the meeting that this matter would be deferred to a future meeting.

2022/114 Platinum Jubilee 2022

Nigel Cawthorne gave an update about the events which have been planned to celebrate the occasion.

Councillor Moore thanked Councillor Metcalfe and Mr Cawthorne for their work on the Platinum Jubilee events.

2022/115 Fitness equipment access path

Councillor Metcalfe advised the meeting that further investigations had revealed that there are a number of tree roots lying across the proposed access path. Councillor Bob Felstead suggested contacting Burley Parish Council for advice.

2022/116 Website update

Councillor Needle gave an update about the website. It was agreed to circulate the link to the draft website to the Parish Council. Councillor Bob Felstead asked to be provided with a copy of the link to the draft website.

2022/117 Wharfedale Greenway

Councillor Needle advised the meeting that Sustans are currently waiting for a grant from the Department for Transport which will be used to fund the next tranche of work.

2022/118 Leeds Bradford Airport

Councillor Banister gave an update. The next Airspace Change meeting will take place on 14th June. The airport is currently experiencing problems with car parking.

2022/119 Safe pedestrian crossing and pavement improvements on Bingley Road

This item had been discussed earlier in the meeting.

2022/120 Menston Co-op and the Asset of Community Value application

Councillor Moore advised the meeting that there is no update.

2022/121 Chairman's remarks and correspondence

Councillor Moore had received a number of additional requests for Jubilee medals and it was agreed that he should source an additional 50 medals.

2022/122 Agenda items for the next meeting

None

2022/123 Items to be considered in closed session

None.

2022/124 Date of next meeting

The next meeting will be the Parish Council meeting to be held on Thursday 30th June 2022 at 7.00pm.

There was no further business and the meeting closed at 8.30pm

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